# **GYM SYSTEM**

# **USER GUIDE**



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#### Introduction

This document is a manual for use in both the software that controls the electronic card reader GYM SYSTEM, both powerful management software specifically developed for those who have to manage gyms. Will be passed in succession all the main menu items from which you can access al the functionality of your new system. As already mentioned, some of them are necessary for the proper functioning of the electronic controller, instead others are intended for the management of the club. At the end of the manual will be presented features that if you do a correct management of accesses to the club will allow in an integrated way to lighten the workload for the management of the customer of the gym and analyze information on receipts and payments, basic information to keep the margins under control. Finally, the system provides information for strategic management policy of the club. The system consists of the following parts:

- members registry
- manage of subscriptions
- manage of lists
- analysis of peak usage
- management dashboard for better administration control
- summary prints for employees
- electronic radio lock for accesses control
- credit card size radio badge

Starting from 200 members, the system will pay for itself in less than a month giving exclusivity to your clubs with the new exclusive card.

The card involves the exclusivity of the club you manage, give inclination to respect subscription payments to the customer and lightens your role in daily management. The device works without a computer constantly connected, you can connect at any time with your pc to issue new cards, renew subscriptions, upgrade tariffs, download the affluence information.. You don't need to connect to the device if you simply want to read the customers registry or do prints.

You can daily check the receipts and issue directives prints for your employees.

#### Gym management software

Everything revolves around the customer card with which he can access during the hours assigned and may have further free accesses or further access paying a token of the prepaid card.

At the end of his customized subscription the system with a few days of respite defined by the operator informs the customer that his subscription is about to expire or already expired and urges the renewal and in case of repeated recidivism blocks access. To unlock the customer simply turn on the main pc that remembers all the payments history of each customer and press the "renew subscription" and the remote device will be updated immediately and will return to the welcome message at the next card handing.



### Management dashboard

It's the proud of this system and it's possible to do every kind of print simply or grouped to check data or do analysis, so you can optimize your resources.

It's possible for example print all the receipts splitted by sex and further splitted by course and go to check the marginality of certain courses that the gym do and go to increase efficiency. Are further available prints to check the customer missing in the month, laggard o persons to be stimulated. Available other several kind of prints on receipts and affluence volume with related graphs.

## Electronic lock

Everything revolves around the display 4 rows and 40 columns of the minicomputer at the door.

The device, at the version 2.0.4 by this time tested for more than 1 years, shows constantly the date and time giving the welcome message "gym system – accost the card". If the card is valid (each card is 'formatted' and valid only at one club at time) the minicomputer will turn on a green light saying the door is opened or if some problems will invite to ring the bell to speak with a receptionist.

It's important to notice that the device is able to manage entry customization for each customer.

For example you can set certain times at which the minicomputer indicates "free access". Approaching the card the devices show how many other free accesses are available. If terminated all the free accesses it's possible to set the device to request a token collected from the amount in the card for the entry, in this case the minicomputer will indicate the cost for the entry and to accost again the card to confirm. When approached the card is shown the remaining credit.

From the main pc (if connected to the device) is always possible in real time to recharge the credit or display the remaining balance of each customer.

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#### Installation

# Software

The first phase is the software installation. Decompress the zip file and run the setup.exe file.



Click on the "Continue" button.



If you agree the folder "C:\gym" press OK else change the intallation path through "Change Folder" button. If you change this path you have to instruct the program, once installed, of the new database path coming presetted to the C:\gym suggested folder.





Press now the "Tipica" button and wait for the message "Gym Setup was completed successfully"



Press now ok, the installation is completed. If you have chosen a path different from c:\gym you have to run the program and press immediately the button Data Exchange to setup correctly the data path (see in the summary the title Path data source, import/export, temp data db).



# **Electronic lock**

The installation of electronic lock require the help of a blacksmith and of an electrician. It should first of all provided 12 volts to the device (the device takes power from 6 to 40 volts) DC by installing a wall normal power pack for intercoms (you may want to install a "switching" power pack that consumes much less power than a transformer traditional in addition to not heat ). It is therefore necessary to install inside the wall between the actual location of the electronic lock and the desk where you normally use the computer a cable CATEGORY 5 of those normally used for connections in computer networks , side door opener will be installed one RJ45 jack , desk side wall female RJ45 paying close attention to the following. You have to do in the box that contains the electronic lock a hole where to pass both the power cables that the cable category 5 and the cables of the electronic components inside the box. Once you pass all the cables electrician will have to "crimp" RJ45 pin and plug it into the socket inside the box. The other connection is via plugs "to screw" as shown in the following figure:



The second pin is the two-way power, instead the third plug is a three-way to use to connect to the electric lock: the central wire is the common, the outermost is the "normally closed" (always on except for the impulse given where there is passage of a card), the more internal wire is the "normally open" (always turned off except for the impulse given at the passage of the card).



Once installed all the wires you can close the box with the provided screws. The box can be mounted vertically on a turnstile or on a glass door with electric door opener. In the first case the box already provides slots for diverse types of mounting (wall, vertically out of the turnstile or gate), in the second case of a glass attachment you will need to build a support bracket done from the blacksmith where you screw the box (see the video https://www.youtube.com/watch?v=VxVWzDvsR4g)



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The bracket is more long than the box so, once you have screwed the box to it, you can further screw the bracket to the door.



## Connecting the remote device

After installation has been completed simply remain to connect the main pc to the remote device. The connection is via a first cable USB to RS232 with female exit, you need than to plug the supplied RS232/Rj45 adapter and to connect the network Rj45 cable one end to the wall and the other to the adapter. We recommend to use always the same USB port since the Windows system assign a different COM port to each different USB port.

Once connected the cable open the "Device Manager" window (normally available through the Control Panel, Administrative tools, Device Manager) and check how shown in the below image which COM port number was assigned the USB adapter (in the image the COM4)



To know exactly the port to use is foundamental because you have to set it in the Data Exchange form (see the summary at the title Exchange data with devices).

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#### Main menu



From the main menu you easily access all the features of Gym System, as you can see they are grouped together in three large sections: Configurations; Reports; Customers. The Configurations section is subdivided: the upper part refers to general software configurations belong exclusively to the management dashboard, the bottom instead refers to the electronic device. Finally, in the upper left corner you can see the command button Data Exchange that group mostly features for the dialogue with the electronic accesses regulator.

We now see in rapid succession all the commands and their meaning, then we will go on in detail of each of them:

- Annuities: allows configuration of the dates of the start and the end of year of the club;
- Courses: allows configuration of the courses that your club provides;
- Price Lists: from here you configure the types of payment (monthly, bi-monthly, semiannual, etc.) accepted by your club;
- Scores: from here you can configure the scores to assign to your customers based on the payments that they normally carry out, depending if he has presented other customers, or to arbitrary criteria that you can freely configure;
- Jobs: from here you can configure the professions that you're going to consider in the members registry; useful to attribute working hours and be able to perform later analysis on the customers for a better use of the day of the gym;
- Job timetable: from here you can preconfigure standard job times that customers perform in their profession.



Configurations relative to the electronic accesses regulator:

- Devices: from here you configure how many devices you have purchased, their use and their location;
- Opening hours: from here you configure both the opening hours of the gym, and any periods of inactivity or closures for holidays;
- Calendars: from here you configure the list of weekly calendars under which the accesses regulator open the door at the card passage; changing a calendar all the cards using it start to use the new time table changing only one named configuration;
- Tokens: from here you configure the list of possible costs for individual access to the gym applied for admission with prepaid card type or hybrid card used out of hours assigned; changing a token all the cards using it start to use the new price changing only one named configuration;
- Cards type: using this command, you can configure all cards type (entry always guaranteed, guaranteed only at the times the calendar they use, prepaid cards with access token, hybrid cards, etc.).

Reports:

- For management: intended for the owners of the gym for a daily check of the receipts total. Are available three type of prints freely configurable: analysis of receipts of subscriptions, analysis of receipts of subscriptions splitted by month, analysis of monthly value of splitted subscriptions.
- Internal use: intended primarily to employees and instructors. Are available six prints: Form registrations of the month to a course, General certificates situation, Certificates maturing in month, Annual subscriptions payments situation, Courses subscriptions payments situation, Form links - members have presented other customers, Form scores of members, Form receipts of the day
- Cards: intended for the owners of the gym for a daily check, also with appropriate graphs, of the total accesses to your club. There are four types of prints freely configurable: Analysis of the card uses, Free analysis of usage peaks, Analysis of customers to force to a different timetable, Analysis of customer cards.

Customers:

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- Insertion: allows the insertion of a new customer;
- Search: free search in the members registry both for Name, Code, Card number that free search in the whole list of customers.

Please take also a look to the red band with the antenna image saying "Execute data exchange with devices procedure". Normally this band is invisible but sometime it can appear when the system detects that there have been substantial changes in data used by the electronic controller. If so, just double click on the antenna button to access the data exchange procedure.



### Configuration of the management dashboard Annuities

CONFIGURATION ANNUTIES								
	Annuity	Starting date	Ending date	Amount gym registration	•			
▶	2011	01/09/2011	31/08/2012	€ 5,00				
	2012	01/09/2012	31/07/2013	€ 5,00				
	2013	01/08/2013	30/06/2014	€ 5,00				
	2014	01/07/2014	30/05/2015	€ 5,00				
*	0			€ 0,00				
Re	ecord:	Save and close	e[ ▶   ▶     ▶ *   of •	Erase annuity	-			

For annuity we means the fiscal year of the gym , which is the dates range in which the gym is open, assuming it takes place at the turn of the annuity, for example (as shown in the figure) from 1th of August to 31 July of the following year.

In the annuity inscription tags have a numeration starting from 1 at the beginning date of each new year. Health certificates need to have validity from the starting date of the annuity till the ending date; it's assumed that at the beginning of the next annuity customers have to do a new certificate submission. The system also provides an inscription price for each annuity (the column amount gym registration) that if you don't use can be left to 0.

The information you type in this form (for form we mean the Windows window shown in the figure) appear and will then be used during the insertion of each customer. Is for this reason that you must preconfigure the annuities before starting to record each monthly subscription, so doing the system knows how to properly handle the appurtenances of each monthly subscription offering reliable support in managing the submission of medical certificates.

To insert a new annuity you must click with the mouse on the line with an asterisk (\*) in the box in the column Annuity. To proceed with the insertion click with the mouse in the next box or use the Tab key on your keyboard (normally at the left of the keyboard represented with two arrows superimposed  $\rightarrow \leftarrow$ ) and fill properly all the other boxes of the row: indicate the year of the beginning of the annuity (Annuity) tab, specify the starting date, tab, indicate the ending date tab, specify the eventual price for annual membership, then click with the mouse on the Save and Close button.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.



If a line contains wrong information and you want to delete it just click with the mouse in one of the cells of the row and the arrow symbol will appear (as you can see in line 1 in the image above reproduced) then click the red button Erase annuity and answer yes when asked if you are sure you want to permanently delete the information.

Please note that it is important and convenient to keep the information for several years so it is advisable to keep the whole previous history without ever returning to delete the old information.

#### Courses

-8	COURS	ES 🗖 🗖 💌
	Code	Course description
►	30D	Body Building
	FBO	Fit Boxe
	FIT	Fitness
	KAR	Karate
	PLT	Pilates
	PRA	Athletic Training
	RIA	Rehabilitation
	STP	Step
	тво	Total Body
	ZMB	Zumba
*		
		Save and close
Re	ecord: 1	▲ ▲ 1 ▶ ▶ ▶ ★ of 10

For courses we mean the activities that are performed in the gym. How you can see in the image the courses are identified by an unique three-letter abbreviation code (usually only the consonants of the course name); each three-letter abbreviation is one and only one course. The courses will then be used in the process of registration of each individual customer, and in nearly all the prints to group customers.

To insert a new annuity you must click with the mouse on the line with an asterisk (\*) in the box in the column Code. To proceed with the insertion click with the mouse in the next box or use the Tab key on your keyboard (normally at the left of the keyboard represented with two arrows superimposed  $\rightarrow \leftarrow$ ) and fill properly all the other boxes of the row: indicate a code never used (Code) tab, specify a very short description of max two words (Course description), then click with the mouse on the Save and Close button.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.

If a line contains wrong information and you want to delete it just click with the mouse in one of the cells of the row and the arrow symbol will appear (as you can see in line 1 in the image above reproduced) then click the red button Erase course and answer yes when asked if you are sure you want to permanently delete the information.

- 10	Code	Subscription description	Days	Amount	Score		
-		Prepaid card	90	€ 0,00	-	-	
► A	۱	Annual	365	€ 340,00	-	-	
В	}	Bimestral	60	€ 92,00			
D	)	Quadrimestrale	122	€ 150,00	fidelity premium		SU
G	ì	Daily	1	€ 10,00	-	-	
M	1	Monthly	31	€ 49,00	-	-	
N	1	Not Preconfigured	0	€ 0,00	-	-	
Q	)	Fortnightly	15	€ 31,00	-	-	
S	i	Six-monthly	182	€ 199,00	-		
T		Three-month	90	€ 123,00	•	-	
V	V	Weekly	7	€ 21,00	-		
*			0	€ 0,00	-	-	

# **Price Lists**

For lists we mean the type of payment (monthly, bi-monthly, semi-annual, etc.) aaccepted by your club. How you can see in the image the single price is identified by an unique letter abbreviation code (usually a consonant in English of the period covered) which from here on will be defined as a code list, each letter represents one and only one price. Each price will then be used in the process of registration of each individual customer to automate the generation of the dates of the coverage period of the subscription.

To insert a new price you must click with the mouse on the line with an asterisk (\*) in the box in the column Code. To proceed with the insertion click with the mouse in the next box or use the Tab key on your keyboard (normally at the left of the keyboard represented with two arrows superimposed  $\rightarrow \leftarrow$ ) and fill properly all the other boxes of the row: indicate a code never used (Code), tab, specify a very short description of max two words (Subscription description), tab, indicate how much days cover this price (7 for a week, 15 half a month, 30 a month, multiply of 30 for more than a month, 365 for annual or any other value in days), tab, possible causal for the score bonus, then click with the mouse on the Save and Close button.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.

If a line contains wrong information and you want to delete it just click with the mouse in one of the cells of the row and the arrow symbol will appear (as you can see in line 2 in the image above reproduced) then click the red button Erase price and answer yes when asked if you are sure you want to permanently delete the information.

If you like that when subscribing a customer with a peculiar subscription (for example, the annual subscription) the system automatically allocates points to the customers simply assign the score choosing it from the list. This step is shown in the image where the



second line was hooked to the score of SUB code which as we shall see in the next section gives automatically 50 points to the customer every time a customer subscribes subscriptions bi-monthly, quarterly, quarterly, half-yearly and annual.

If you want to disconnect and stop the automatic awarding, just go into the Score column and click on the blank line.

Please note the peculiar code "-" attributed to the cost Prepaid Card. This code indicates, in the case of prepaid cards, to the system how many days of validity attribute to a charge.

#### Scores

E	8	×					
Γ		Code	Score description	Score	Score Type		
Г		DIS	discount or premium received	-50	Manual 🚽		
Г		PRE	presentation of new member	0	Linked to th 🝷		
Г	•	SUB	fidelity premium	50	Linked to st 👻		
Г	*			0	Linked to subs	criptior	ns
Γ			•		Linked to the a Manual	ictivati	on of a link
			Save and close	Frace c			
			Save and close	Erase s	core	-	
	Re	cord: 📕	<b>4</b> 3 <b>▶</b> ▶	▶ <b>米</b> of 3		11.	

For scores we mean score of a customer. A little as in the well-known eBay is possible to give a score to each individual customer, to attribute his points whenever subscribes long subscriptions, points every time brings new customers into your club, points if he is a customer who buys many energy products, etc. The system keeps track of the list of situations that led the customer to accumulate score, score normally then used to offer discounts. How you can see in the image the scores are identified by an unique three-letter abbreviation code (usually only the consonants of the score name); each three-letter abbreviation is one and only one score which hereafter will be referred to as code or causal score. Each score will then be used in the process of registration of each individual customer to automate the automatic generation of scores, while linking the customer to other customers that he has presented still for automatic assignment of scores, to make uniform the attribution of manuals scores.

To insert a new score you must click with the mouse on the line with an asterisk (\*) in the box in the column Code. To proceed with the insertion click with the mouse in the next box or use the Tab key on your keyboard (normally at the left of the keyboard represented with two arrows superimposed  $\rightarrow \leftarrow$ ) and fill properly all the other boxes of the row: indicate a code never used (Code), tab, specify a very short description of max two/three words (Score description), tab, indicate the points that this causal introduces, tab, choose now if the score is automatic or manual, then click with the mouse on the Save and Close button.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.

If a line contains wrong information and you want to delete it just click with the mouse in one of the cells of the row and the arrow symbol will appear (as you can see in line 3 in the image above reproduced) then click the red button Erase score and answer yes when asked if you are sure you want to permanently delete the information.



Jol	bS
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E JOBS	
Code	Job description
►E	Clerk
2	Craftsman/dealer
9	Employee
10	Entrepreneur
4	Grower/breeder
3	Housewife
6	Manager
8	Official
1	Other
13	Practitioner
12	Retired
14	Student
7	Unemployed
11	Worker
+ (AutoNu	m
	Save and close
Record:	1 ▶ ▶ ▶ • • • • • • • • • • • • • • • •

Jobs are fundamental in order to provide prints useful in lowering peak of usage of your gym, reposition that is the customers who have freedom of time in times when the gym is less crowded. As you can see in the image jobs have an automatic progressive code cannot be changed.

To insert a new job you must click with the mouse on the line with an asterisk (\*) in the box in the column Job description then click with the mouse on the Save and Close button.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.

If a line contains wrong information and you want to delete it just click with the mouse in one of the cells of the row and the arrow symbol will appear (as you can see in line 1 in the image above reproduced) then click the red button Erase job and answer yes when asked if you are sure you want to permanently delete the information.

### Jobs timetable

		Enter Parameter Value Job hours (enter for all) OK	Cancel		
	B Job hours	ist matching the supplied criteria	Deservetien		
		other	Description		
	000	Mo.Er 09:20.12:00+Mo+Er 15:00.11	20		
		Morr 63.30-13.00+Morr 113.00-1			
	Record:	Qpen form New job h	iours 2 (Filtered)	Close	
Job hours			3 Job hours		
hours C Yes descriptive	other		hours ryes descript	tive C	
From day / To day First entry: from / to Return: from/to Fixed days Fixed return: from/to			First entry: from / to First entry: from / to Return: from/to Fixed days Fixed return: from/to	Lu • 09:30	Ve_ 13:00 18:00
Save and close	<u><u> </u></u>	ase job hours	Save and clo	ise <u>E</u> rase j	ob hours

Jobs timetable are fundamental in order to provide prints useful in lowering peak of usage of your gym, reposition that is the customers who have freedom of time in times when the gym is less crowded. As you can see in the image Jobs timetable have an automatic progressive code cannot be changed.

Clicking in the main menu the button "Jobs timetable" appear the first window high in the pictures: "Enter parameter value" saying: "Job hours (enter for all)". As suggest the phrase you can type "Other", "Mo", "Fr", "09.30" or any other part of the description to have a restricted list of what you want to modify, else you can hit the "enter" key to have the whole list in archive. A double click on any white cell will open the form with the detail (shown below in the pictures). As alternative to the double click you can use the mouse and click once on the line you want to modify, then click once on the Open form button.

To enter a new job hours, simply click once on the New job hours button, you can also insert new job hours directly from the form of the customer choosing the word "new" in the field of business hours.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.

If a line contains wrong information and you want to delete it just click with the mouse in one of the cells of the row and the arrow symbol will appear (as you can see in line 1 with code 004 in the image above reproduced) then double click on one white cell or once on the Open form button and when in the job hours form click once on the red button Erase job hours and answer yes when asked if you are sure you want to permanently delete the information.



In the form, show in the figures both for "Other" than for "Mo-Fr 09.30-13.00+Mo+Tu 15.00-18.30", is possible build the description used in the prints as follow:

• Hours | Yes/Descriptive: hit on DESCRIPTIVE if you want to insert a manual text like for example "Other"; hit on yes instead to use the hours generator.

Click on Save and close if you have selected DESCRIPTIVE, build the hours if selected YES like in the example "Mo-Fr 09.30-13.00+Mo+Tu 15.00-18.30" (hour from Monday-Luned) to Friday-Venerdì 09:30-13 plus two fixed returns on Mondays-Luned) and Tuesday-Martedì from 15 to 18:30):

- From day/ To day: select Mo(Lu) and in the field To select Fr(Ve);
- First entry From / To: hit 0930 and in the field TO 1300
- Return From / To: since there is no re-entry leave blank
- Fixed days: it's possible to indicate up to 5 fixed days, in the example we provide values only for the first two fixed days; Mo(Lu) in the first, Tu(Ma) in the second.
- Fixed return From / To: 1500 TO 1830.

Click now on Save and close button.

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#### Electronic devices configuration Devices

Enter Parameter Value	
Device name(enter for all)	_
Devices list matching the supplied criteria	
Code Description Entrance	
Front door 1	
Open form     New device     Close       Record:     I     I     I	<i>k</i> .
Device code DDDF Description Front door 1 HW 485 Address 1 Door openes entrance 7 Morutes of concern to the relate 6 Switch C Time 10	
Source of contract to the ready of Switch of Time	
Save and close Erase device	

The devices are the list of electronic regulators that you bought, if they are much more than one and in network between them you must give a number to each of them and census here. In the example in the figure we assume that there is only one device directly linked to your pc, and this device is configured as door opener and it is at 485 address 1. How you can see in the image the devices are identified by an unique five-letter abbreviation code.

In the main menu when you click on the button "Devices" appear the first window high in the pictures: "Enter parameter value" saying: "Device name (enter for all)". As suggest the phrase you can type "Door", "front" or any other part of the description to have a restricted list of what you want to modify, else you can hit the "enter" key to have the whole list in archive. A double click on any white cell will open the form with the detail (shown below in the pictures). As alternative to the double click you can use the mouse and click once on the line you want to modify, then click once on the Open form button.

To enter a new device, simply click once on the New device button.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.

If a line contains wrong information and you want to delete it just click with the mouse in one of the cells of the row and the arrow symbol will appear (as you can see in line 1 with code DOOR in the image above reproduced) then double click on one white cell or once on the Open form button and when in the Device form click once on the red button Erase device and answer yes when asked if you are sure you want to permanently delete the information.



In the device form you have to indicate:

- Device code: a five-letter code never used before;
- Description: a description of the device;
- HW (Hardware) 485 address: the installation configured address of the device;
- Door opener entrance: flag this check box if this device is electronic device that regulate the accesses to the gym;
- Minutes of consent to the relay: indicates whether the device acts as a switch or a clock in the second case it is necessary to indicate how many minutes the consent is given.

# **Opening hours**

Opening hours of the gym	🖽 0	pening l	hours of	the gym					
Periods of inactivity Open hours		Perio	ids of ina	ctivity 0	pen hours	:			
Closures	Weekly hours of opening								
from to msg. device	▲		always	wee	kday 🛛	noctums	als 👘 /	naliatejy 👘	noctumals
14/08/2014 20/08/2014 summer holiday		hh	LUN	MAR	MER	GIO	VEN	SAB	DOM
*		1							
		2							
		4							
		6	X	X	X	X	X	X	
		8	X	X	X	X	X	X	
		1	X	X	X	X	X	X	
		1	X	X	X	X	X	X	
		1	X	X	X	X	X	X	
			X	X	X	X	X	X	
			X	X	X	X	X	x	
		-20	1 Ŷ	X	X	X	X	_	
	-	2	<u> </u>	-	-	-	-		
Save and close	Cancel		<u>S</u> ave	and clo	se			Cano	cel

When you click in the main menu on the button Opening hours the form in the pictures will open, its done from two pages: page 1 Periods of inactivity, page 2 Open hours.

As you can see in the picture of the section Periods of inactivity here you will have to list all the date intervals of holiday in which the electronic device will refuse cards saying: "Gym closed for" + 19 chars of the "msg. device".

To insert a new inactivity you must click with the mouse on the line with an asterisk (\*) in the box in the column From. To proceed with the insertion click with the mouse in the next box or use the Tab key on your keyboard (normally at the left of the keyboard represented with two arrows superimposed  $\rightarrow \leftarrow$ ) and fill properly all the other boxes of the row: indicate a starting date (from), tab, specify an ending date (to), tab, indicate a short description of the inactivity (msg. device) then click with the mouse on the Save and Close button.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.

Please note that to ensure that the electronic device will accept the new period of inactivity you will need to "Execute exchange data with device procedure" using the button at the right up corner "Data Exchange".

As you can see in the picture of the section Open hours you will have the weekly hours of the gym. The grid hours is standard in all the program and allow to insert weekly calendars (the one reproduced in the example is from Monday to Friday gym open from 06:00 to 21:59, Saturday from 06:00 to 18:59):

- Clicking on a cell, on a column, on a row the cell, all the column, all the row will activate with an "x" or disable at the second click;
- Clicking on ALWAYS in yellow all the "x" will activate or disable at the second click;
- Clicking once on WEEK DAY in green all the column of only week day (Mon-Fri) from 07 to 20 will activate or disable at the second click;
- Clicking once on NOCTURNALS in black all the rows from 00 to 06 and all the rows from 21 to 23 will activate or disable at the second click;



- Clicking once on HOLIDAY in red the columns Saturday and Sunday from 07 to 20 will activate or disable at the second click;
- Clicking once on NOCTURNALS in red the columns Saturday and Sunday from 00 to 06 and the rows from 21 to 23 will activate or disable at the second click;

Is not possible to specify time with half an hour.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.

Please note that to ensure that the electronic device will accept the new Open hours you will need to "Execute exchange data with device procedure" using the button at the right up corner "Data Exchange".

## Calendars



The calendars are directly used by the card and the electronic device. When we are going to configure the card will provide the codes of the calendar that we have defined here. The calendar is then transferred to the electronic device, a change made through these forms at a time will be reflected immediately on all the cards that rely on it. As you can see from the pictures calendars have a unique standard 5-letter code. You must provide a code "PRINTABLE" that consists of the letters of the alphabet or numbers, but not symbols or spaces or punctuation. It will be good to define pieces of calendars that combined each other will define the complete schedule of every single card.

In the main menu when you click on the button "Calendars" appear the first window high in the pictures: "Enter parameter value" saying: "Calendar name (enter for all)". As suggest the phrase you can type "All", "Morning" or any other part of the description to have a restricted list of what you want to modify, else you can hit the "enter" key to have the whole list in archive. A double click on any white cell will open the form with the detail (shown below in the pictures). As alternative to the double click you can use the mouse and click once on the line you want to modify, then click once on the Open form button. To enter a new calendar, simply click once on the New calendar button.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.



If a line contains wrong information and you want to delete it just click with the mouse in one of the cells of the row and the arrow symbol will appear (as you can see in line 9 with code ALL in the image above reproduced) then double click on one white cell or once on the Open form button and when in the Calendar form click once on the red button Erase calendar and answer yes when asked if you are sure you want to permanently delete the information.

Please note that to ensure that the electronic device will accept the new Calendar or changes to the already existing you will need to "Execute exchange data with device procedure" using the button at the right up corner "Data Exchange".

The form, shown above in the picture with the calendar ALL, allow to insert a new calendar code if we are in insert phase or to access only the description if we are in modify on an already existing calendar. The form is composed from three fields:

- Calendar code: a five-letter PRINTABLE code never used before;
- Description: a short description;
- Hour configuration to assign to customers: a grid with the configuration of the calendar.

The grid hours is standard in all the program and allow to insert weekly calendars (the one reproduced in the example is from Monday to Sunday open from 00:00 to 23:59):

- Clicking on a cell, on a column, on a row the cell, all the column, all the row will activate with an "x" or disable at the second click;
- Clicking on ALWAYS in yellow all the "x" will activate or disable at the second click;
- Clicking once on WEEK DAY in green all the column of only week day (Mon-Fri) from 07 to 20 will activate or disable at the second click;
- Clicking once on NOCTURNALS in black all the rows from 00 to 06 and all the rows from 21 to 23 will activate or disable at the second click;
- Clicking once on HOLIDAY in red the columns Saturday and Sunday from 07 to 20 will activate or disable at the second click;
- Clicking once on NOCTURNALS in red the columns Saturday and Sunday from 00 to 06 and the rows from 21 to 23 will activate or disable at the second click;

Is not possible to specify time with half an hour.

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# Tokens

		3 Tokens list matching the supplied criteria							ĺ.		
		Code			Descri	iption		<b>▲</b>			
		CRE	Weekly 2 accesses	than 5 euro							
		CRN	Weekly 2 accesses								
		GT1	Token no discount	n no discount 10 euro							
		GTE	Token for friends 7	euro							
		GTN	Token 9 euro								
	•	GTS	Token with discunt	8 euro							
			Open form	<u>N</u> ew tok	en		C	Close			
	Re	cord: 14 🔺	6	▶I  ▶*  of	6			///			
Tokens of cost reducing	the o	ard total			-8	Tokens of cost re	educing	g the card total			
Token code				-	[	Token code	CRE				
Description Week!	/ 2 ac	cesses than 5	euro	-		Description	Week	ly 2 accesses than 5 e	uro		
Cost per token € 5,00				_	Ì	Cost per token	€ 5,00				
Gratis for S				•	Ì	Gratis for	5			•	
Gratis number 2	-				ĺ	Gratis number	0 G	Only in payment Daily			
Save and close		E	rase token			<u>S</u> ave and	S Q M	Weekly Fortnightly Monthly			
							A	Annual		Ļ	

The cards can be both prepaid and hybrid. When prepaid the tokens are like the cost list; are stored once in the electronic device and a single variation of cost will change all the cards using it. When hybrid, maybe very useful in those cases when the customer has access for a course and have further gratis access sometime in the week (for example two time per week), the token regulate how the card work. Again a single variation to the token will be reflected in all those cards using it.

Tokens decide how the card has to work when the customer request an access outside the timeslot assigned to the card: in practice the token decide if the device has to consent free access and if at the end of the assigned free access number allow further accesses but this time paying each of them; the token can be also only a cost or only a counter of free accesses, or as already explained, hybrid. How you can see from the pictures the tokens have an unique three-letter code. You must provide a code "PRINTABLE" that consists of the letters of the alphabet or numbers, but not symbols or spaces or punctuation.

Clicking on the button Tokens from the main menu appear the whole list of tokens in archive. A double click on any white cell will open the form with the detail (shown below in the pictures). As alternative to the double click you can use the mouse and click once on the line you want to modify, then click once on the Open form button.

To enter a new token, simply click once on the New token button.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.

If a line contains wrong information and you want to delete it just click with the mouse in one of the cells of the row and the arrow symbol will appear (as you can see in line 6 with code GTS in the image above reproduced) then double click on one white cell or once on the Open form button and when in the Token form click once on the red button Erase token and answer yes when asked if you are sure you want to permanently delete the information.



Please note that to ensure that the electronic device will accept the new Token or changes to the already existing you will need to "Execute exchange data with device procedure" using the button at the right up corner "Data Exchange".

In the form there are the following fields:

- Token code: you have to supply an unique three-letter code "PRINTABLE";
- Description: a short description;
- Cost per token: say here if the token has a cost and so can be linked to prepaid cards or hybrid cards;
- Gratis for: indicate 0 for tokens used only in prepaid cards; for hybrid cards or cards with only gratis carnet say the number of free accesses in which period can be used, daily intervals, weekly, fortnightly, monthly or annual.
- Gratis number: say here the number of free accesses carnet.

Click than on Save and close button.

#### Examples

To make a token for prepaid cards with the cost of 10 Euros type what follow:

- Token code: example GT1;
- Description: Token with no discount 10 euro;
- Cost per token: 10;
- Gratis for: indicate 0;
- Gratis number: 0.

Click than on Save and close button.

To make a token for access to course plus a 2 free accesses per week type what follow:

- Token code: example CRN;
- Description: Weekly 2 accesses;
- Cost per token: 0;
- Gratis for: indicate S (weekly);
- Gratis number: 2.

Click than on Save and close button.

To make a token for hybrid cards with 2 free accesses per month further access in the same month 5 Euro, type what follow:

- Token code: example CRE;
- Description: Monthly 2 accesses than 5 euro;
- Cost per token: 5;
- Gratis for: indicate M (monthly);
- Gratis number: 2.

Click than on Save and close button.



# Cards type



The cards can be both prepaid and hybrid, or simply a key that always open. When prepaid the tokens are like the cost list; are stored once in the electronic device and a single variation of cost will change all the cards using it. When hybrid, maybe very useful in those cases when the customer has access for a course and have further gratis access sometime in the week (for example two time per week), the token regulate how the card work. Again a single variation to the token will be reflected in all those cards using it. You will have to configure paying attention all the cards that describe the behavior of your club, later we will see that with a simple click you can assign cards to customers, this will be possible because we will be configured with care calendars, tokens and cards type.

How you can see from the pictures the cards type have an unique three-letter code. You must provide a code "PRINTABLE" that consists of the letters of the alphabet or numbers, but not symbols or spaces or punctuation.

Clicking on the button Cards type from the main menu appear the whole list of cards type in archive. A double click on any white cell will open the form with the detail (shown below in the pictures). As alternative to the double click you can use the mouse and click once on the line you want to modify, then click once on the Configure button.

To insert a new card type you must click with the mouse on the line with an asterisk (\*) in the box in the column Code. To proceed with the insertion click with the mouse in the next box or use the Tab key on your keyboard (normally at the left of the keyboard represented with two arrows superimposed  $\rightarrow \leftarrow$ ) and fill properly all the other boxes of the row: indicate



a code never used before (Code), tab, indicate a short description (better two words) then click with the mouse on the button Configure or on the button Save and Close. Will need to remember to configure each card inserted.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key.

If a line contains wrong information and you want to delete it just click with the mouse in one of the cells of the row and the arrow symbol will appear (as you can see in line 3 in the image above reproduced) then click the red button Erase card and answer yes when asked if you are sure you want to permanently delete the information.

In the form there are the following fields:

- Card type configuration: To choose a card type click on the type you are interested in. Simple key open at any time (any check the card is simply a key but you can have access only in open time of the gym); entries at time slot (indicate a calendar for opening, the card open only during the days and times set up in other cases prohibit the entry and the electronic device say CARD NOT ENABLED IN THIS TIME); prepaid card (it is assumed that has been loaded a credit on the card and for each access at any time is deducted the price of token from the total loaded on the card of the customer); entries carnet than prepaid card (card with some free accesses after which it becomes a prepaid card); entries at time slot + entries carnet (card enabled only at certain times on certain days outside of those schedules are available some free accesses, after which the electronic device say ACCESS EXHAUSTED, DOOR CLOSED, USE THE BELL); hybrid: slots + carnet + prepaid (card enabled at certain times on certain days, outside of those times, there are some free accesses, after which the card becomes a prepaid card); custom (you can act autonomously in an expert mode on all the flags and calendars to build a hybrid type card at will).
- Devices network: indicates on which devices the card works (always press "add all" and on "same times and prices for all"). It 'also possible to configure a custom card that behaves differently on each device (to do this you need to click on "different").
  - Add all: adds all devices;
  - Add: will open the device search form, look for the device of interest and then click on the SELECT button;
  - Remove: is enabled only if you have clicked on a device in the list; clicking on remove the device is erased from the list and the card will not work with that device.
- Time slots allowed entry: load here the list of calendars to which (in addition to each other) the card will open the door; enter up to a maximum of 3 calendars and press the button summation (E reversed) to get a preview (as seen in Figure above) of when the card will overall open the door.
  - Add: press add to load a new calendar in the list;
  - Remove: click on a calendar in the list and then click Remove to delete it;
  - New: allows you to set up a new calendar directly during insertion of the card type;
  - Summation (Symbol E reversed): get a preview of when the card will overall open the door;
- Prices: this page appears only when you are working on prepaid cards or hybrid;
  - Default token: select from the dropdown list tokens of type prepaid;
- Homages quantity: this page appears only when you are working on cards of type entries carnet paid in advance



- Default token: select from the dropdown list tokens of type carnet;
- Prices at carnet end: this page appears only when you are working on custom card or a hybrid;
  - Default token: select from the dropdown list tokens of type hybrid;
- Configuration: the flags are normally (except for the custom card) pre-selected on the basis of the buttons in the Card type configuration pane and their meaning is as follows:
  - Key type: simply or with calendars; the simply not check any calendar but can have associated a token; with calendar check times;
  - Minutes of consent relay: indicates whether the device acts as a switch or a clock in the second case it is necessary to indicate how many minutes the consent is given.

Click than on Save and close button.

#### EXAMPLES

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To introduce a card type that opens up at any time on any day as long as the gym is open, proceed as follows:

- In the list of Cards type click with the mouse on the line with an asterisk (\*) clicking on the cell of the column code. Type the stands for test 1 the abbreviation TS1; tab; indicate as short description Test 1; click now on the button Configure;
- Card type configuration: simple key open at any time;
- Devices network: "same times and prices for all";
  - Add all: click on this button;
- Click now on the button Save and close.

To introduce a card type which opens only for courses of 16 on Monday and Thursday, proceed as follows:

- In the list of Cards type click with the mouse on the line with an asterisk (\*) clicking on the cell of the column code. Type the stands for test 2 the abbreviation TS2; tab; indicate as short description Test 2; click now on the button Configure;
- Card type configuration: entries at time slot;
- Devices network: "same times and prices for all";
  - Add all: click on this button;
- Time slots allowed entry:
  - Add: hit enter and select the calendar MAGI1 (course of Mon / Thu 16-19 karate);
- Click now on the button Save and close.

To introduce a card type which opens only for courses of 16 on Monday and Thursday and with a 2 free entries per week in any other time proceed as follows:

- In the list of Cards type click with the mouse on the line with an asterisk (\*) clicking on the cell of the column code. Type the stands for test 3 the abbreviation TS3; tab; indicate as short description Test 3; click now on the button Configure;
- Card type configuration: entries at time slot + entries carnet;
- Devices network: "same times and prices for all";
  - Add all: click on this button;
- Time slots allowed entry:
  - Add: hit enter and select the calendar MAGI1 (course of Mon / Thu 16-19 karate);
- Homages quantity:

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- Default token: select the token CRN (Weekly 2 accesses);
- Click now on the button Save and close.

#### Prints management dashboard For management

REPORTS FOR MANAGE	MENT		
Print Preylew	naster list ustomers (surnam 💌	r group by ✓	group by     values     values
Report on total receipts	s, monthly receipts ts of subscriptions ts of subscriptions	s, payments situations situations situations splitted by month	on: Print data for the period: From: 01/01/2012 To: 31/03/2014 Activate comparison with the period
C Analysis of month	compact	progressive subscription	From       01/10/2009       To       31/12/2011         Courses to include:       all       any         Image: state of the
Filters and sorts simplified Sort by Show Alphabet. Amount Average Customers Dt. Birth	Advanced filters and s	sorts	It Customer Customers: all any Customer Customer Customers of period Customers of period Customers Custome

The prints for management are the proud of the system: 5 reports freely configurable normally to be used from the owner or the management or the gym, to be used for free analysis of the receipts; for free analysis of the behavior and the value of new customers or the value of lost customers maybe to be called trying to get them back. Are further available comparisons between periods (that you can do only after some month of data) useful to verify the good management of the club and therefore the customer satisfaction confirmed from a good level of receipts. The prints can be done for totals or in detail till a single customer or even restricted to a single course of the gym.

The logic of the prints, activable clicking on the Print and Print Preview buttons, is to generate a total for the field indicated in "MASTER LIST". If we click with mouse on the "MASTER LIST" to entirely erase it and left it blank we will have a big total in the period FROM / TO in the pane "PRINT DATA FOR THE PERIOD".

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#### ANALYSIS OF RECEIPTS OF SUBSCRIPTIONS AND ANALYSIS OF MONTHLY VALUE OF SPLITTED SUBSCRIPTION

# TOTAL RECEIPTS – EXAMPLE 1

To print the total of the receipts of the last 6 months we will simply need to type in the field FROM the date 01012012 and in TO the date 30062012 being sure in the field master list there is any value, than the clicking on Print Preview button:

EPORTS FOR MANAGE				
	naster list	group by	group by	values
int Print Preview		Companison Page bres		e break
Port on total receipt Analysis of receipt Analysis of receip detailed Analysis of mont	s, monthly receipts, p ots of subscriptions ots of subscriptions sp 	bayments situation slitted by month progressive ubscription	Print data From: 01/ Activate From: 01/ Courses t V-missine Athetic T Body Bu	for the period: 01/2012 To: 30/06/2012 comparison with the period /07/2011 To 31/12/2011 to include: all any Pilates rainin Pilates rainin Step
ters and sorts simplified Sort by Show Alphabet. Amount Average Duble Birth	Advanced filters and sort	ts defau order order filter	Type of C custome Only ne Analysis Search	
				by maturity subscript.
Analysis of rece Customen type:customer / All c	eipts from 01/gen/	2012 to 30/giu	/2012	31-mar-14
Analysis of rece Customen typecustomer / All c	eipts from 01/gen/	2012 to 30/git	1/2012	31-mar-14
Analysis of reco	eipts from 01/gen/	2012 to 30/git amount €16.603,00	I/2012 montly % on € 18.567,80 100	31-mar-14 total average price .00% € 36,84
Analysis of reco	Cash total	2012 to 30/git amount € 16.603,00 € 15.356,00	I/2012 montly % on € 18.567,80 100	31-mar-14 total average price .00% € 36,84
Analysis of rece Customen type:customer / All c	Cash total	2012 to 30/git amount € 16.603,00 € 15.356,00 € 1.247,00 - 5.600 - 5.00 - 5.00	I/2012 montly % on € 18.567,80 100	31-mar-14 total average price 00% € 36,84
Analysis of rece Customen type:customer / All o	2ipts from 01/gen/ courses Cash total By bank total General to be collected	2012 to 30/git amount € 16.603,00 € 15.356,00 € 1.247,00 € 16.603,00 € 0.00	I/2012 montly % on € 18.567,80 100 € 18.567,80	31-mar-14           total average price           00% € 36,84           € 36,84
Analysis of rece Customen type:customer / All o 1	Eipts from 01/gen/ Cash total By bank total General total Total to be collected	2012 to 30/git e 16.603,00 € 15.356,00 € 1.247,00 € 16.603,00 € 0,00	I/2012 montly % on € 18.567,80 100 € 18.567,80	31-mar-14 total average price 00% € 36,84 € 36,84
Analysis of reco	Cash total By bank total General total Total to be collected	2012 to 30/git end{tabular} end{tabular} amount end{tabular} end{tab	I/2012 montly % on € 18.567,80 100 € 18.567,80	31-mar-14       total average price       00%     € 36,84       € 36,84

The print that you get by pressing PRINT PREVIEW is the one shown above, if you are interested go to the print on paper, simply click on the icon depicting a printer, otherwise hitting ESC or the Close button will return to form REPORTS FOR MANAGEMENT without having wasted even a sheet of paper.

Note the various elements of the report that allow you to identify it and repeat at any time:

 The title of the print is Analysis of receipts (in the form REPORTS FOR MANAGEMENT we have choose the first report entitled "Analysis of receipts of subscriptions") from 01012012 to 30062012 (in the form REPORTS FOR MANAGEMENT we have choose 1° January to 30 June) with the day when it is done in the upper right corner.

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- The report is done over the "customers" (neither employees nor teachers nor administrators nor atypical) for all the courses of the gym.
- There is only one row

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- The pages (things to be checked always before go in the print on paper) in total (as you can read in all the prints in the bottom right corner) is only one (in some case can be hundreds) so going to print on paper we will use only one sheet.
- The printed data are all the data in archive because not appear any sentence in the bottom saying we have filtered the data for example to restrict the data to a single customer.

Let us now comment on the data obtained and their high value:

- column AMOUNT: the value 16.603 € is the total of the semester going from 1°January to 30 June 2012;
- column MONTHLY: value 18.567,80 € are the receipts of pertinence of the semester analyzed producing this values as every subscription was charged paying a single month. In fact, in the middle of the semester under consideration there are some members who have signed bi-monthly subscriptions (or greater) in December 2011, or earlier; de facto in December 2011 have been collected money in part attributable to January 2012. Let's see now analyze the report "ANALYSIS OF MONTHLY VALUE OF SPLITTED SUBSCRIPTION" (hit ESC and choose the print "Analysis of monthly value of splitted subscription" than click again "Print Preview") to verify how went actual receipts but logically divided into the several months:
| Analysis of monthly                | y value    | of split | ted sub | scriptio | n from | 01/gen/ | 2012 to | 30/giu/ | 201   |       |       |       |         |
|------------------------------------|------------|----------|---------|----------|--------|---------|---------|---------|-------|-------|-------|-------|---------|
| Customers type: customer / Al      | ll courses |          |         |          |        |         |         |         |       |       |       | 31    | -mar-14 |
|                                    | Jan        | Feb      | Mar     | Apr      | May    | Jun     | Jul     | Aug     | Sep   | Oct   | Nov   | Dec   | Total   |
|                                    | 3.502      | 3.440    | 3.712   | 3.359    | 2.714  | 1.842   |         |         |       |       |       |       | 18.568  |
| Actual payment of the amount       | 4.625      | 3.078    | 3.446   | 2.969    | 1.571  | 914     |         |         |       |       |       |       | 16.603  |
| General tot.                       | 3.502      | 3.440    | 3.712   | 3.359    | 2.714  | 1.842   |         |         |       |       |       |       | 18.568  |
| Total actual payment of the amount | 4.625      | 3.078    | 3.446   | 2.969    | 1.571  | 914     |         |         |       |       |       |       | 16.603  |
|                                    | -32,09%    | 10,52%   | 7,15%   | 11,60%   | 42,12% | 50,37%  | 0,00%   | 0,00%   | 0,00% | 0,00% | 0,00% | 0,00% | 10,58%  |

In blue the real receipts. We see that in January the receipts are 4.625€ but the 32,09% (-1.123 €) of receipts apply for enrollment in the next months; in February there is a real receipt of 3.078€ but logically we can consider 3.440€ that is the 10,52% (361,89 €) that comes from inscriptions done some in January and some in the previous year. We see also that in March we should consider receipts for 266 € (7,15%) more than the real: a lot of subscription done in the previous months cover March.

We analyze name by name the receipts selecting in the master list the field "Customer (name and surname)", than we press Preview again so to get the 14 pages of print (below the last page):

State Supremeted for example         33         33         33         33         49         40         40         40         40         40         40         40         40         40         <	Customer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Attack programment of the matrix         130         0         0         40	203) Mproz.: Tumminello - Simone	33	33	33	33	49	49	49		49	49	49	49	473
Unit Number - Humanses         49         49         40           Addraf prymet of the mont         40         4	Actual payment of the amount	130	0	0	0	49	49	40		40	49	49	49	473
Adda daymet of the smant         40         4	210) Kiproz.: Valentino - Francesca											49		49
210 Name: Value - Line       40       40       40         Active payment of the encode       26       49       49       49       40       222         Active payment of the encode       26       40       40       40       222       222         Active payment of the encode       26       40       40       40       222       222         Active payment of the encode       30       55       25       109       225       25       49         Active payment of the encode       00       40       0       40       0       40       20       20       25       25       49       49       40       4	Actual payment of the amount											40		40
Actual payment of the smooth         40         222         40         40         40         40         222         40         40         40         222         222         40         40         40         222         222         40         40         40         222         40	211) Kiprotz.: Vallerani - Lisa										40			40
2100 (approx.: Value - Alexae)         26         49         49         49         49         222           Actual payment of file amount         20         40         40         40         40         222           Actual payment of file amount         30         55         25         100           Actual payment of file amount         60         40         0         100           2180 (figures:: Venno.: Carbin         25         25         49           Actual payment of file amount         40         40         40           2180 (figures:: Venno.: Carbin         40         40         40           2180 (figures:: Venno.: Carbin         40         40         40           2180 (figures:: Venno.: Carbin         40         40         40           2180 (figures:: Venno.: V	Actual payment of the amount										40			40
Addad paymeter file a matrix         20         40         40         40         40         222         222         222         222         222         222         222         222         222         222         222         222         222         222         222         223         30         55         25         109           218) Maynet: Values - Calable         00         400	212) Kiproz.: Velimi - Alexaio	26	49	49	49	49								222
210) Ager with - Lucs       30       55       25       109         Actual payment of the amount       00       40       0       100         210) Ager Youn Curcitie       25       25       49         210) Ager Youn Curcitie       25       25       49         Actual payment of the amount       49       49       40       49         210) Ager Youn Younn - Youn	Actual payment of the amount	20	40	40	49	49								2 2 2
Addicate prometed file amount       00       40       0       100         218/ (kgr.m.: Venue:- Carbita       25       25       25       49         Addicate prometed file amount       20       25       25       25       49         Addicate prometed file amount       49       49       49       49       49       49         218/ (kgr.m.: Venue:- Venue immeted file amount       49       40       34       43       43       43       43       43       43       43       40       0       40       40       40       40 <td>213) Riproz.: Velon - Luce</td> <td></td> <td></td> <td></td> <td>30</td> <td>55</td> <td>25</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>109</td>	213) Riproz.: Velon - Luce				30	55	25							109
214) Adjustance Chromites       25       25       49         Addial payment of the semant i       40       0       40         218) Adjustance i Venemi - Venemines       49       49       40         218) Adjustance i Venemi - Venemines       49       49       40         218) Adjustance i Venemi - Venemines       49       49       40         218) Adjustance i Venemi - Venemines       49       49       40         218) Adjustance i Venemi - Venemines       40       40       40         218) Adjustance i Venemine i Venemines       40       40       40         218) Adjustance i Venemine i Venemines       49       49       49         217) Adjustance i Venemine i Venemi	Actual payment of the amount				60	49	0							100
Addad paymetric 16 a smooth       40	214) Kiproz.: Venni - Carlotte										25	25		49
213) Agront: Value inverse	Actual payment of the amount										49	0		40
Addak payment of the ensure         49         49         49         40         343         40         0         0         340         340         340         340         340         340         340         340         340	215) Reproz.: Vannin - Valentina										49			49
218) Adjust - Francisk columnet of the smooth       49       49       49       98       98       98       98       98       98       98       98       98       98       98       98       98       98       98       98       98       98       99       99       99       99       99       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       39       39       195       34       30       0       0       0       30       30       30       195       34       343       43       43       43       43       43       40       0       49       49       49       49       49       49       49       49       49       40	Actual payment of the amount										49			40
Addad paymetrief the ensure         40         40         40         98           2170 Narrar: Vewells - Stelens         39         39         39         39         39         195           Addad paymetrief the ensure         30 <td>216) Riprotz.: Vergiu - Frances co</td> <td></td> <td></td> <td>49</td> <td>49</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>98</td>	216) Riprotz.: Vergiu - Frances co			49	49									98
211) Algrand:: Vender:: Vender:: Solution:       39       39       39       39       39       195         Addraf promotor file amount:       30       30       30       30       30       105         210) (lagrad:: Vender:: Vender:: Luce       43       43       43       43       43       43       43       43       43       43       43       43       0       0       0       0       0       30       340         210) (lagrad:: Vender:: Luce       43       43       43       43       43       43       43       43       0       0       0       0       0       340       340         210) (lagrad:: Vender:: Vender:: Luce       43       43       43       43       43       43       43       43       43       43       43       43       43       43       43       43       40       0       340       340       340       340       340       340       340       343       43       43       43       43       40       340       340       340       340       340       340       340       340       340       340       340       340       340       340       340       340	Actual payment of the amount			40	49									98
Actual payment of the emount         30         50         30         30         105           210 (payment of the emount         43         43         43         43         43         43         43         43         43         43         43         0         <	217) Riprotz.: Vaxelli - Steteno	39		39		39					39	39		195
2100 (Agross.: Variability: Values - Luces       4.3       4.3       4.3       4.3       4.3       4.3       4.3       4.3       0       0       0       0       3.40         Actival promoted file amount       3.40       0       0       0       0       0       0       0       0       0       3.40         2100 (Agross.: Values - Arminals       25       2.5       4.49       2.5       2.5       4.49         2200 (Agross.: Values - Arminals       4.0       0       4.0       0       4.0       0       4.	Actual payment of the amount	39		39		39					39	39		195
Addukt payment of the emaint         340         0         0         0         0         0         0         0         0         0         0         0         340           101 (kprox:: Vitios - Armeta)         25         25         49         25         25         49           Actual payment of the emaint         40         0         40	218) Riproz.: Vendiani - Luca	43	43	43	43	43	43	43	43	0	0	0	0	340
210 (Agramma / Markana / Markanaa / Markana / Markanaa / Markana / Markana / Markana / Markana	Actual payment of the amount	340	0	0	0	0	0	0	0	0	0	0	0	340
Actual payment of the emount         40         0         40         0         40           200) depr.: Vince "Meanses         49         49         49         49         49         49         49         40	219) Riprotz.: Villano - Armando										25	25		49
220) Neprote: Vince - Newment of the amount       49       49       40         Actual payment of the amount       41       41       41       40       40         220) Neprote: Vence - Newment of the amount       123       0       0       123       123         Actual payment of the amount       123       0       0       123       123       123         220) Neprote: Vence - Status       35       35       35       35       35       21       123         220) Neprote: Server       35       35       35       35       35       25       21       276         Actual payment of the amount       105       0       105       0       0       45       21       276         General tot.       3.502       3.440       3.712       3.359       2.714       1.842       1.199       409       1.558       3.405       3.167       2.503       2.033       29.577         Tabula scloar payment of the amount       4.025       3.076       3.440       2.000       1.571       074       57.5       0       2.780       4.143       3.173       2.303       29.577         Tabula scloar payment of the amount       -120.056       -70.656       -20.056	Actual payment of the amount										49	0		40
40         123           1220 (sprm: 50me         35         31         27         27         27         27         27         27           General tot.         3.502         3.712         3.359         2.714         1.842         1.11	220) Kipratz.: Vinci - Maunzo											49		49
V221) Hyperon::         VMM weaking X, Microwy         41         41         41         123           Actual payment of the amount         123         0         0         123           Actual payment of the amount         123         0         0         123           Actual payment of the amount         105         0         0         105         2         105         2         105         2         105         2         105         2         105         2         105         2         105         2         2         105         2         105         2         105         2         3	Actual payment of the amount											49		40
Actual payment of the amount         123         0         0         123           ZZ0 (spram: - paper - Some         35         35         35         35         35         21         276           Actual payment of the amount         105         0         0         105         0         45         21         276           General fot.         3.502         3.440         3.712         3.359         2.714         1.842         1.199         409         1.558         3.405         3.167         2.593         30.888           Total actual payment of the amount         4.025         3.078         3.440         2.000         1.571         014         57.5         0         2.780         4.143         3.173         2.303         20.577           -32.098         10.524         7.156         11.096         42.1246         50.2746         52.066         100.006         -70.4656         -20.006         11.194         4.2796	221) Kipratz.: Wetherdnink - Alberta		41	41	41									123
Viscours         Advalues         35         35         35         35         35         35         35         21         276           Actival payment of the smount         105         0         0         105         0         0         45         21         276         276           General tot.         3.502         3.440         3.712         3.359         2.714         1.842         1.199         409         1.558         3.405         3.167         2.583         30.898           Total actival payment of the smount         4.025         3.076         3.440         2.000         1.577         014         57.5         0         2.780         4.143         3.173         2.303         29.577           Total actival payment of the smount         4.025         3.078         3.440         2.000         1.577         014         57.5         0         2.780         4.143         3.173         2.303         29.577           -32.096         10.5246         7.1516         11.0056         42.1236         50.5746         52.0866         100.006         -70.4586         -20.006         11.1046         4.2736	Actual payment of the amount		123	0	0									123
Actual payment of the emount         105         0         0         105         0         0         45         21         276           General tot.         3.502         3.440         3.712         3.359         2.714         1.842         1.199         409         1.558         3.405         3.167         2.583         30.888           Total actual payment of the emount         4.025         3.078         3.440         2.000         1.571         014         575         0         2.780         4.143         3.173         2.303         29.577           Total actual payment of the emount         4.025         10.524         7.1656         11.0056         42.1246         80.3736         52.086         100.006         -70.4556         -20.005         11.1046         4.2726	222) Kiprotz.: Zeppi - Sonie	35	35	35	35	35	35	45		21				276
General tot.         3.502         3.440         3.712         3.359         2.714         1.842         1.199         409         1.558         3.405         3.167         2.583         30.898           Total scion promet of the emount -12.006         4.025         3.076         3.440         2.000         1.571         014         57.5         0         2.780         4.143         3.173         2.303         20.577           -12.006         10.526         7.1656         11.006         42.128         80.37%         52.086         100.006         -70.4566         -0.2066         11.1046         4.2728	Actual payment of the amount	105	0	0	105	0	0	45		21				270
Total actual payment of the amount 4,625 3,078 3,446 2,000 1,571 014 575 0 2,780 4,143 3,173 2,303 20,577 -32,096 10,52% 7,15% 11,60% 42,12% 50,37% 52,05% 100,00% -70,45% -21,65% -0,20% 11,10% 4,27%	General tot.	3.502	3.440	3.712	3.359	2.714	1.842	1.199	409	1.558	3.405	3.167	2.593	30.898
	Tote lactual payment of the amount	4.62.5	3.078	3.4.45	2 050	1.571	014	57.5	0	2.7.80	4 143	3,173	2.303	20.577
		-32,09%	10,5296	7,1696	11,00%	42,1296	60,37%	52,05%	100,00%	- 70,40%	-21,00%	-0,20%	11,1996	4,27%

The first name has paid four-monthly for 130€ as monthly value is taken 32,5 (in the report approxed to 33 but summed as the real value). The tenth name has subscribed

not a monthly but an 8 months. Looking at this report we can understand how is built the value of the column Monthly value in other prints.

- We return now to the first print "ANALYSIS OF RECEIPTS", remains to comment the column "AVERAGE PRICE". This column reveals, despite the chaotic succession of monthly subscriptions to the non monthly what is the average monthly price that you apply to your customers: € 36.84.
- Last field to comment is the row "TOTAL TO BE COLLECTED". Provides a total of all subscriptions registered and allowed to your customers but for internal reasons (the customer had no money with him, the customer has a deferred payment, etc.).'ve conceded that the payment is made at a later time. You can investigate customer by customer who has not yet paid with the reports "For internal use only" that we will see later in this document.



# ANALYSIS FOR CUSTOMERS SEX – EXAMPLE 2

To print the total receipts for the year 2012 grouped by sex just type the date in the FROM field 01012012 and in the TO 31122012, taking care to select Sex in the master list than click Print Preview:

B REPORTS FOR MANAGEMENT										
🗃 🛛 🖌 master list 🔽 group by	group by values									
Print Preview V Concentration	Companiation France break									
Report on total receipts, monthly receipts, payments situation:	Print data for the period:									
Analysis of receipts of subscriptions	From: 01/01/2012 To: 31/12/2012									
C Analysis of receipts of subscriptions splitted by month	From 01/01/2011 To 31/12/2011									
detailed compact progressive	Courses to include: all any									
C Analysis of monthly value of splitted subscription	✓_missino- ▲ ✓Pilates ▲									
Athletic Trainin Rehabilitation Body Building Step										
	Fit Boxe									
Filters and sorts simplified Advanced filters and sorts	Type of Customers: all any									
Sort by Show only the following data	customer -									
Alphabet. Card cod. Card cod. Card type a Card type Card cod. Card cod.	Only new customers of period 🦵									
Amount Customers  a  clean cle	Analysis of lost customers									
	Search by maturity subscript.									
	10									
Analysis of receipts from 01/gen/2012 to 31/dic/20 Customers type://all.courses	)12 31-mar-14									
Sex amount	montly % on total average price									
1 Femmina € 10.418,00 €	10.620,50 35,22% € 38,55									
2 Maschio € 19.159,00 €	20.277,38 64,78% € 35,08									
Cash total € 27.704,00										
By Dank total € 1.8/3,00 General total € 29.577.00 € 3	30.897,88 € 36,20									
	,,									
Total to be collected € 0,00										
Total to be collected € 0,00										
Total to be collected € 0,00										
Total to be collected € 0,00										
Total to be collected       € 0,00         printPreviewFromRuntime       X										

With this example we have checked what is the "weight" of the female (35.22%) and then the male (64.78%) of the total receipts of your club.

 $\mathcal{P}$ 

Similarly can be verified how much is the weight of each course that your club provides on the total courses to take decisions on courses policy offered by your gym.

# COURSES TREND ANALYSIS – EXAMPLE 3

To print the total receipts for the year 2012 grouped by course just type the date in the FROM field 01012012 and in the TO 31122012, taking care to select Customer (course) in the master list than click Print Preview:

3	TA	master list	group by	🗌 🗌 group l	ру	values
		Customers (course) -			~	
	Print Pre <u>v</u> iew	I♥  Companison  ♥	Companison Page brea	ak 🚩 JCompanison	Race break	
ort	on total rec	eipts, monthly receipts, j	payments situati	on: Print	: data for t	he period:
۵r	alvsis of re	ceints of subscriptions		Fror	n: 01/01/20	12 To: 31/12
Ar	alvsis of re	ceipts of subscriptions s	plitted by month		ctivate compa	arison with the p
				Froi	m. 01/01/201	1 To: 31/12
	detailed	compact	progressive	Cou	rses to inc	lude: all
Ar	alysis of m	onthly value of splitted s	ubscription		nissina	▲ MPilates
				- At Bo	hletic Trainin dv Building	Rehabilitat Step
					Boxe	Total Body
rs ar	nd sorts simplifi	ed Advanced filters and sor	rte ]			
				Туре	e of Custor	mers: all
ort by	Card co	now only the following data	defai		ustomer	
Alpha	abet. Card ty	rpe 🔽 a	orde		nly new cust	omers of period
Amo	rane Dt. Birt	h 🔽 a	Clea	n At	halysis of los	t customers
016	age			Se	earch by mai	turity subscript.
Ana	alysis of r	eceipts from 01/gen/	/2012 to 31/di	c/2012		31-mar-14
Ana	alysis of re ners type:customer / Cours	eceipts from 01/gen/ All counes e	/2012 to 31/di	c/2012	% on total	31-mar-14 average price
Ana Suston	alysis of re ners type:customer / Cours assente	eceipts from 01/gen/ Al courses e	/2012 to 31/di amount € 1.052,00	c/2012 montly € 935,96	% on total 3,56%	31-mar-14 average price € 34,67
Ana Suston	Alysis of ru ners type-customer Cours assente BOD	eceipts from 01/gen/ All counes e	/2012 to 31/di amount € 1.052,00 € 4.760,00	c/2012 montly € 935,96 € 5.015,39	% on total 3,56% 16,09%	31-mar-14 average pric: € 34,6' € 38,00
Ana Suston	alysis of ru ners type:customer assente BOD FBO	eceipts from 01/gen/ All courses e	/2012 to 31/di amount € 1.052,00 € 4.760,00 € 2.862,50	c/2012 € 935,96 € 5.015,39 € 3.183,50	% on total 3,56% 16,09% 9,88%	31-mar-14 average pricc € 34,6 € 38,00 € 42,17
Ana Custon	Alysis of ru ners type:customer assente BOD FBO FIT KAB	eceipts from 01/gen/ All counes e	/2012 to 31/di e 1.052,00 € 4.760,00 € 2.862,50 € 15.956,00 € 0.00	c/2012 € 935,96 € 5.015,39 € 3.183,50 € 16.738,11	% on total 3,56% 16,09% 9,68% 53,95% 0,00%	31-mar-14 average price € 34,61 € 38,00 € 42,11 € 33,90 € 20
Ana Suston 1 2 3 4 5 6	Alysis of r ess typecus tomer assente BOD FBO FIT KAR PI T	eceipts from 01/gen/ All courses e	/2012 to 31/di € 1.052,00 € 4.760,00 € 2.862,50 € 15.956,00 € 0,00 € 1334,00	c/2012 € 935,96 € 5.015,39 € 3.183,50 € 16.736,11 € 0,00 € 1.180,50	% on total 3,56% 16,09% 9,68% 53,95% 0,00% 4,51%	31-mar-14 average price € 34,6 € 38,0 € 42,1 € 33,9 € 0,0 € 45,4
Ana Custon 1 2 3 4 5 6 7	alysis of r ees type:customer/ assente BOD FBO FIT KAR PLT PRA	eceipts from 01/gen/ All courses e	/2012 to 31/di € 1.052,00 € 4.760,00 € 2.862,50 € 15.956,00 € 0,00 € 1.334,00 € 304,00	c/2012 e 935,96 € 5.015,39 € 3.183,50 € 16.736,11 € 0,00 € 1.180,50 € 304 00	% on total 3,56% 16,09% 9,68% 53,95% 0,00% 4,51% 1 03%	31-mar-14 average price € 34,6 € 38,00 € 42,1 € 33,90 € 45,4 € 38,00 € 45,4 € 38,00
Ana Custon 1 2 3 4 5 6 7 8	Alysis of r near type:customer/ assente BOD FBO FIT KAR PLT PRA RIA	eceipts from 01/gen/ All courses e	/2012 to 31/di € 1.052,00 € 4.760,00 € 2.862,50 € 15.956,00 € 0,00 € 1.334,00 € 304,00 € 366,00	c/2012 € 935,96 € 5.015,39 € 3.183,50 € 16.736,11 € 0,00 € 1.180,50 € 304,00 € 602,58	% on total 3,56% 16,09% 9,68% 53,95% 0,00% 4,51% 1,03% 1,24%	31-mar-14 average pric: € 34,6' € 38,0' € 42,1' € 33,9' € 0,0' € 45,4' € 38,0' € 33,4'
Ana Custon 1 2 3 4 5 6 7 8 9	Alysis of ro near type:customer / assente BOD FBO FIT KAR PLT PRA RIA STP	eceipts from 01/gen/ All courses e	/2012 to 31/di ef 1.052,00 € 4.760,00 € 2.862,50 € 15.956,00 € 0,00 € 1.334,00 € 304,00 € 366,00 € 1.849,00	c/2012 e 935,96 € 5.015,39 € 3.183,50 € 16.736,11 € 0,00 € 1.180,50 € 304,00 € 602,58 € 2.054 00	% on total 3,56% 16,09% 9,68% 53,95% 0,00% 4,51% 1,03% 1,24% 6,25%	31-mar-14 average pric € 34,6 € 38,0 € 42,1 € 33,9 € 0,0 € 45,4 € 38,0 € 33,4 € 40,2
Ana Custon 1 2 3 4 5 6 7 8 9 10	Alysis of ro near type:customer / assente BOD FBO FIT KAR PLT PRA RIA STP ZMB	eceipts from 01/gen/ All courses e	amount         € 1.052,00         € 4.760,00         € 2.862,50         € 15.956,00         € 0,00         € 304,00         € 366,00         € 1.849,00         € 1.849,00         € 1.93,50	c/2012 € 935,96 € 5.015,39 € 3.183,50 € 16.736,11 € 0,00 € 1.180,50 € 304,00 € 602,58 € 2.054,00 € 88,83	% on total 3,56% 16,09% 9,68% 53,95% 0,00% 4,51% 1,03% 1,24% 6,25% 3,70%	31-mar-14 average pric € 34,6 € 38,0 € 42,1 € 33,9 € 0,0 € 45,4 € 38,0 € 33,4 € 40,2 € 43,2 € 43,2
Ana Custon 1 2 3 4 5 6 7 8 9 10	Alysis of r cours assente BOD FID KAR PLT PRA RIA STP ZMB	eceipts from 01/gen/ All courses e Cash total	amount         € 1.052,00         € 4.760,00         € 2.862,50         € 15.956,00         € 0,00         € 304,00         € 366,00         € 1.849,00         € 1.093,50	c/2012 € 935,96 € 5,015,39 € 3,183,50 € 16,736,11 € 0,00 € 1,180,50 € 304,00 € 602,58 € 2,054,00 € 885,83	% on total 3,56% 16,09% 9,68% 53,95% 0,00% 4,51% 1,03% 1,24% 6,25% 3,70%	31-mar-14 average pric € 34,6 € 38,0 € 42,1 € 33,9 € 0,0 € 45,4 € 38,0 € 33,4 € 40,2 € 43,2
Ana Custon 1 2 3 4 5 6 7 8 9 10	Alysis of r near type:customer/ assente BOD FID FIT KAR PLT PRA RIA STP ZMB	eceipts from 01/gen/ All courses e Cash total By bank total	amount         € 1.052,00         € 4.760,00         € 2.862,50         € 1.5.956,00         € 0,00         € 1.334,00         € 304,00         € 366,00         € 1.93,50	c/2012 € 935,96 € 5.015,39 € 3.183,50 € 16.736,11 € 0,00 € 1.180,50 € 304,00 € 602,58 € 2.054,00 € 885,83	% on total 3,56% 9,68% 53,95% 0,00% 4,51% 1,03% 1,24% 6,25% 3,70%	31-mar-14 average pric € 34,6 € 38,0 € 42,1 € 33,9 € 0,0 € 45,4 € 38,0 € 33,4 € 40,2 € 43,2
Ana 1 2 3 4 5 6 7 8 9 10	alysis of r -assente BOD FID FIT KAR PLT PRA RIA STP ZMB	eceipts from 01/gen/ All courses e Cash total By bank total General total	amount         € 1.052,00         € 4.760,00         € 2.862,50         € 1.5.956,00         € 0,00         € 1.334,00         € 304,00         € 366,00         € 1.093,50	c/2012 € 935,96 € 5.015,39 € 3.183,50 € 16.736,11 € 0,00 € 11.80,50 € 304,00 € 602,58 € 2.054,00 € 885,83 € 30.897,88	% on total 3,56% 16,09% 9,68% 53,95% 0,00% 4,51% 1,03% 1,24% 6,25% 3,70%	31-mar-14 average price € 34,6 € 38,00 € 42,11 € 33,90 € 45,44 € 38,00 € 45,44 € 38,00 € 43,24 € 43,22 € 43,2 € 43,2 € 36,21
Custom 1 2 3 4 5 6 6 7 8 9 10	Alysis of ro ners type:customer / assente BOD FBO FIT KAR PLT PRA RIA STP ZMB	eceipts from 01/gen/ All courses e Cash total By bank total General total Total to be collected	amount         € 1.052,00         € 4.760,00         € 2.862,50         € 15.956,00         € 304,00         € 304,00         € 366,00         € 1.849,00         € 1.849,00         € 1.849,00         € 1.873,00         € 29,577,00         € 0,00	c/2012 e 935,96 € 5.015,39 € 3.183,50 € 16.736,11 € 0,00 € 1.180,50 € 304,00 € 304,00 € 802,58 € 2.054,00 € 885,83 € 30.897,88	% on total 3,56% 16,09% 9,68% 53,95% 0,00% 4,51% 1,03% 1,24% 6,25% 3,70%	31-mar-14 average price € 34,6i € 38,00 € 42,1i € 33,90 € 0,00 € 45,44 € 38,00 € 33,44 € 40,2i € 43,2i € 43,2i

With this example we have checked what is the "weight" of each course provided on the total of the receipts of your club. For every single course that provides your club now will be able to make decisions on the policy of the courses offered by your gym.

# ANALYSIS LOST CUSTOMERS – EXAMPLE 4

To print the lost customers check the flag in the right bottom of the form "Analysis of lost customers" (Note that the blue panel changes and becomes "customers lost but active in period") and fill in the form as follows:

REPOR	TS FOR MANA	GEMENT							
<b>=</b>	13	master lis	t [	group by		group t	y .	values	
		Customers	(surnam 🗾		<u> </u>		· ·		
Print	Print Preview	Companison	,	Companison	ace break 🗹 🕻	Companison	Page break		
							1		_
Report	on total rece	ipts, month	ly receipts,	payments si	tuation:	Print	data for	the period:	
🕞 AI	nalysis of rec	eipts of sul	oscriptions			Fron	n: 01/12/20	12 To: 31/12/2	012
CA	nalvsis of rec	eipts of sul	scriptions :	splitted by m	onth		ustomers los	t but active in period	d
			1			From	n. 01/11/20	12 To: 30/11/20	012
	detailed	CC	mpact	progressive		Cour	ses to inc	lude: al lan	
			المحدثات كم				issing		·y
C AI	narysis or mo	ntniy value	or splitted	subscription		At	letic Trainin*	Rehabilitation	Ê
							dv Buildina	Step	_
							Boxe	Total Body	
Filters ar	nd sorts simplifie	d Advance	d filters and so	orts		-	-10 1	- 1	_
						Type	of Custo	mers: all an	ıу
Sort by	y Sh	ow only the fol	lowing data			cu	stomer		-
Alph	habet. Card typ	e	<b>Ť</b>	-÷-	order	Or	nly new cus	tomers of period 🖡	-
Am	ount Custome	rs			clean	Ar	alysis of los	t customers	7
Ave	erage Dt. Birth			<u> </u>	filter	Se	arch hu ma	, turitu subscript – <b>F</b>	_
							alon by ma	namy careconpr. 1	
	Custom	er		amou	nt	montly	% on total	average price	
1	Antichi - Lavini	a		€ 49,	00	€ 49,00	7,50%	€ 49,00	
2	Baragatti - Chi	ara		€ 49,	00	€ 49,00	7,50%	€ 49,00	
3	Bertato - Andre	ea		€ 0,	00	€ 24,50	0,00%	€ 24,50	
4	Bondi - Bened	etto		€49, €40	00	€ 49,00 € 40,00	7,50%	€ 49,00 € 49,00	
6	Borgoni - Mai	urizio		€49, €45	00	€ 49,00 € 45.00	6.89%	€ 49,00 € 45.00	
7	Carpini - Claud	lia		€ 0.	00	€ 24.00	0.00%	€ 24.00	
8	Faso - Marian	gela		€ 49,	00	€ 49,00	7,50%	€ 49,00	
9	Ferrieri - Nicol	а		€ 0,	00	€ 24,50	0,00%	€ 24,50	
10	Giglioli - Ginev	ra		€ 49,	00	€ 49,00	7,50%	€ 49,00	
11	Kalinin - Vitali			€ 49,	00	€ 49,00	7,50%	€ 49,00	
12	Muratore - Val	entina		€ 49,	00	€ 49,00	7,50%	€ 49,00	
13	Pacini - Marco			€ 0,	00	€ 41,00	0,00%	€ 41,00	
14	Rabazzi - Dieg	0		€ 30,	00	€ 30,00	4,59%	€ 30,00	
15	Rosi - Uniara	7ia		€ 49,		€ 49,00	7,50%	€ 49,00 € 24.50	
17	Valentino - Ers	incesca	printPreviewF	romRuntime		×	7 50%	€ 24,00	
18	Vanni - Carlott	a	a 🔎 🖪	100%	• <u>C</u> lose	Ø - 6	0,00%	€ 24,50	
19	Vaselli - Stefar	10		€ 39.	00	€ 39,00	5,97%	€ 39,00	
20	Villano - Arma	ndo		€ 0,	00	€ 24,50	0,00%	€ 24,50	
	Vinci - Maurizi	D		€ 49,	00	€ 49.00	7,50%	€ 49,00	
21									
21		Cash tot	al	€ 653.0	00				
21		Cash tot	al total	€ 653,1	00				
21		Cash tot By bank	al total	€ 653,I € 0,I	)0 )0 )0 <i>-</i>	840.50		€ 40.02	
21		Cash tot By bank General	al total total	€ 653,I € 0,I € 653,I	)0 )0 )0 €	840,50		€ 40,02	

With this example we have checked nominative by nominative the total of the receipts missing in your club because of customers who were customer in the month of November (customers lost but active in period from 01/11/2012 to 30/11/2012) but in December 2012 (Print data for the period from 01/12/2012 to 31/12/2012) are not returned (have not resigned no subscription).

#### **ANALYSIS OF RECEIPTS OF SUBSCRIPTIONS SPLITTED BY MONTH**

The three reports provided with the option "Analysis of receipts of subscriptions splitted by month" are similar to the report "Analysis of receipts of subscriptions" that is commented in the previous paragraph that you should read before this.

# TOTAL RECEIPTS – EXAMPLE

To print the total receipts for the year 2012 just type the date in the FROM field 01012012 and in the TO 31122012, taking care to completely erase the field master list than click Print Preview:

REPORTS FOR MANAGEMENT	
Print     Print Preview         master list     group by       y     y         y     y	rroup by values
Report on total receipts, monthly receipts, payments situation:         C Analysis of receipts of subscriptions         @ Analysis of receipts of subscriptions splitted by month         detailed       compact         progressive         C Analysis of monthly value of splitted subscription	Print data for the period:         From:       01/01/2012       To:       31/12/2012         Activate comparison with the period         From:       01/01/2011       To:       31/12/2011         Courses to include:       all       any         Y-missino-       Y Plates       Athletic Trainin       Y Rehabilitation         Body Building:       Y Steo       Y Total Body       Y
Sort by     Show only the following data       Alphabet.     Card type       Amount     Card type       Average     Dt. Birth	Type of Customers:       all       any         customer       Image: Customers of period       Image: Customers of period         Only new customers of period       Image: Customers of period       Image: Customers of period         Analysis of lost customers       Image: Customers of period       Image: Customers of period         Search by maturity subscript.       Image: Customers of period       Image: Customers of period

#### Analysis by month of receipts from 01/gen/2012 to 31/dic/2012 Customers type: customer / All courses

		Jan	Feb	Mar	Арг	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1) -	amount	4.625	3.078	3.446	2.969	1.571	914	575	0	2.780	4.143	3.173	2.303	29.577
	montly	3.502	3.440	3.712	3.359	2.714	1.842	1.199	409	1.558	3.405	3.167	2.593	30.898
	avg.	36, 47	37,39	37,12	37,74	36,19	35,42	33,31	34,07	32,79	37,01	36,40	34,57	36,20
		1.025	2.070	2.445	2000	4 574				2 700		2.472	2 202	20.577
	General total amount	4.620	3.078	3.446	2.969	1.9/1	914	3/3	U	2.780	4.143	3.173	2.303	29.377
	General total montly	3.501,52	3.440,04	3.711,54	3.358,78	2.714,11	1.841,81	1.199,23	408,80	1.557,60	3.404,76	3.166,60	2.593,10	30.897,88
	General total average	36,47	37,39	37,12	37,74	36,19	35,42	33,31	34,07	32,79	37,01	36,40	34,57	36,20



The print that you get to by pressing PRINT PREVIEW video is the one shown above, if you are interested go to the print on paper, simply click on the icon depicting a printer, otherwise beating ESC or the Close button will return to form REPORTS FOR MANAGEMENT without having wasted even a sheet of paper.

As can be seen this type of printing is not compact, and if we need to print something like the very detailed list of the names of the members we can get dozens of pages also very difficult to read.



31-mar-14

For this reason, there is also the "compact" version of the same print in which you can choose which line to print in the month column, like the example:

tomers type:customer / .	All courses											31-	mar-14
Customer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
8) Furninello - Simone	130	0	0	0	49	49	49		49	49	49	49	473
10) Valentino - Imancesca											49		49
11) Vallemm - Los										40			40
12) Valim - Alwaro	26	49	49	49	49								222
13) Valen - Luca				60	49	0							109
14) Vanns - Carlotta										49	0		49
15) Vannin - Valentina										49			49
16) Vergiu - France aco			49	49									98
17) Vaxella - Stefano	39		39		39					39	39		195
18) Vendiani - Luca	340	0	0	0	0	0	0	0	0	0	0	0	340
19) Villano - Annando										49	0		49
20) Vinci - Maunzio											49		49
21) We then drink - Alberta		123	0	0									123
Z) Arger - Sonia	105	0	0	105	0	0	45		21				276
General total	4.625	3.078	3,446	2.969	1.571	914	575	0	2.780	4.143	3.173	2.303	29.577
	print	PreviewF	romRunt	ime		×	1						

To get the example shown here, since the compact printing shows a single line, you must fill the field "values":

I REPORTS FOR MANAGEMENT	
Print     Print     Print     Print     Fregiew	group by values Subscription amount
Report on total receipts, monthly receipts, payments situation: C Analysis of receipts of subscriptions C Analysis of receipts of subscriptions splitted by month	Print data for t Print data for t Print data for t Prom: 01/01/2012 I o: [31/12/2012] Activate comparison with the period Been 01/01/2011 Tot 31/12/2011
detailed     compact     progressive       C Analysis of monthly value of splitted subscription	Courses to include: all any
Sort by     Show only the following data       Advanced filters and sorts       Sort by       Show only the following data       Alphabet.       Amount       Average       Dt. Birth	Type of Customers:       all       any         Customer       Image: Customers       Image: Customers         Only new customers of period       Image: Customers       Image: Customers         Analysis of lost customers       Image: Customers       Image: Customers         Search by maturity subscript.       Image: Customers       Image: Customers

 $\sum_{i=1}^{i}$ 

The progressive press is similar to the detailed printout but provides progressive totals (January, January + February + January + February March etc. ..):

Analysis progressive receipts in the months from 01/gen/2012 to 31/dic/2012														
Customers ty	pe:customer / A	ll courses				-							31	-mar-14
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1) -	emount ent progr.	4 6 2 5 4 6 2 5	3.078	3.446	2.969	1.571	914 16.603	575	17.178	2,780	4,143 24.101	3.173	2.303 29.577	29.577 29.577
	montly m.progr.	3.502 3.602	3.440 6.942	3.712 10.653	3.359 14.012	2.714	1.842 10.500	1.100	400 20.176	1.558	3.405 25.135	3.107 25.305	2.593 30.595	30.898 30.595
	avg. avg. prgr.	36,47 36,47	37,39 40,97	37,12 38,71	37,74 37,45	36, 19 34,71	35,42 32,94	33,31 31,81	34,07 31,12	32,79 33,29	37,01 34,85	36,40 35,03	34,57 34,65	34,65 34,65
Tot. amount		4625	3.078	3,446	2.969	1.571	~**		•				2303	29.577
Totprogramou	unt	100.00% 4.625	100.00% 7708	100.00% 11.149	100.00% 14.118	100.00% 16.689	print	Preview	romRunt	time		×	100.00%	100.00% 29.677
		100,00%	100,00%	100,00%	100,00%	100,00%	- 64	$\mathcal{P}$		Fit	- Clo	se 👿 🗸	100,00%	100,00%
Totmontly	1	3.502	3.440	3.712	3, 359	2.714							2.593	30.898
-		100,00%	100,00%	100,00%	100,00%	100,00%	100,00%	100,00%	100,00%	100,00%	100,00%	100,00%	100,00%	100,00%
lotprogr.m	onby	3.502	100,00%	100,00%	14.012	100,00%	100,00%	100,00%	100,00%	100,00%	100,00%	28.305 100,00%	100,00%	100,00%
Totava.		48,18	33,46	34,46	33,36	20,95	17,58	15,97	0,00	58,53	45,03	36,47	30,71	34,65
Tot.progr.av	0.	38,47	36,92	38,99	37,17	37,00	38,84	38,61	38,66	38,25	38,25	38,38	38,20	38,20
Т	ot. general amount	4.625	3.078	3,446	2.969	1.571	914	575	0	2780	4.143	3.173	2303	29.577
	Tot. progr. amount	4.826	7.708	11.1.49	14.118	16.689	16.608	17.178	17.178	10.968	24.101	27.274	29.577	29.677
TOL	general montly	3, 502	3.440	3.712	3,359	2.714	1.842	1.199	409	1,558	3,405	3,167	2.593	30.898
	Tot. montly progr.	3.502	6.942	10.653	14.012	16.726	18.568	19.767	20.176	21.733	25.138	28 305	30.898	30.898
	T of, general avg.	1,32	0,89	0,93	0,88	0,58	0,50	0,48	0,00	1,78	1,22	1,00	0,89	0,96
	Tot. avg. progr.	1,32	1,11	1,06	1,01	0,94	0,89	0,87	0,86	0,82	0,98	0,98	0,98	0,98

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Page 1 of 1



## **REPORTS FOR MANAGEMENT, FIELD BY FIELD USER GUIDE**

Cou	Irse Customer	amount	montly	% on total	average price
7	ZMB				
1	Pacitto - Alessandra	€ 147.00	€ 147.00	30.37%	€ 49.00
	Pacitto - Alessandra in the period from 01/06/2011 to 31/12/2011	€0,00	€ 0,00	100,00%	100,00%
2	Pilato - Valentina	€ 199,00	€ 66.33	41,12%	€ 33,17
	Pllato - Valentina in the period from 01/06/2011 to 31/12/2011	€0,00	€ 0,00	1 00, 00 %	1 00, 00 %
3	Rosi - Chiara	€ 98,00	€ 98,00	20,25%	€ 49,00
	Rosi - Charain the period from 01/06/2011 to 31/12/2011	€0,00	€ 0,00	1 00, 00 %	1 00, 00 %
4	Vallerani - Lisa	€ 40,00	€ 40,00	8,26%	€ 40,00
	Valleran1 - Lisa in the period from 01/06/2011 to 31/12/2011	€0,00	€ 0,00	100,00%	100,00%
Tot	al Course ZMB	€ 484,00	€ 351,33		prezzo medio
		9,40%	7,14%		€ 43,92
	total ZMB in the period from 01/06/2011 to 31/12/2011	€0,00	€ 0,00	1 00, 00 %	1 00, 00 %
Tota	al Sex Femmina	€ 5.150,00	€ 4.921,63		prezzo medio
		37,08%	34,73%		€ 38,00
	total Femmina in the period from 01/06/2011 to 31/12/2011	€ 5.728,00	€ 4.879,25	-11,18%	0, 88 %

The report here reproduced uses practically all the options offered by the form REPORTS FOR MANAGEMENT: active group by, enable the option comparison, active page breaks.

Let's see option by option:

- Print: processes the report and sends it directly to the printer;
- Print Preview: processes the report and the result is shown in the preview screen, if you want you can then send it to the printer;
- Master list: determine each row of the print, the maximum level of detail;
- Comparison: if active "Activate comparison with the period..." indicates whether or not activates the comparison to the master list. Is active in the picture above and you can see that for each press of the master list there is a line in blue with the data extracted from the comparison period;
- First group by: If active allows you to choose a field of sub-total;
- Second comparison; if active in the sub-total is pressed also a sub-total for the same data in the period of comparison;
- First page break: if active for each sub-total is added also a page-break;
- Second group by: If active allows you to choose a field of sub-sub-total;
- Third comparison; if active in the sub-sub-total is pressed also a sub-sub-total for the same data in the period of comparison;
- Second page break: if active for each sub-sub-total is added also a page-break;
- Values: if the print is "Analysis of receipts of subscriptions splitted by month" "compact" indicate which value to print;
- Report on total receipts, monthly receipts, payments situation: above there is an example for each of this option
- Filters and sorts simplified:

- Filters simplified: allows you to print a single piece of data, for example, all the data for a single customer, specifying multiple filters in parallel are combined with "and" between them (for example, all data relating to clients of female sex, and date of birth between 1970 and 1980);
- Simplified order: the "master list" is always sorted "Alphabetical"; it's possible sort also for the value of Amount or the value of Average.
- Print data for the period: indicates the range of subscriptions FROM / TO for which you
  are interested to print the data;
- Activate comparison with the period...: if you enable the comparison are also selected the data for a comparison period;
- Courses to include: click on ALL to select all the courses, ANY and then select individually each course you are interested in to print;
- Type of customer: click on one type of customer to include it, if already included is excluded;
- Only new customers of period: when clicked are selected data only of customers who are new (surveyed) during the FROM / TO selected in the "Print data for the period";
- Analysis of lost customers: if checked the system select only the receipts missing in your club because of customers who were customer (customers lost but active in period from / to) but in the months (Print data for the period from / to) are not returned (have not re-signed no subscription).

# Internal use

🛱 REPORTS AD USO INTERNO									
Report ad uso interno per i collaboratori									
Report certificati, elenco iscrizioni, pagamenti, totali	Stampa i dati del periodo:								
Scheda iscritti del mese ad un corso	Hind Zoro Micse giu								
C Situazione certificati Corsi da includere: tutti nessuno									
🔿 Situazione pagamenti iscrizioni annuali	assente								
🔿 Situazione pagamenti iscrizioni ai corsi	Boxe Muav Thai								
🔿 Scheda links iscritti che hanno presentato altri	Danza Classic  Preparazione /								
C Scheda scores degli iscritti Opzioni stampa Tutti gli iscritti Solo mancati pagamenti	Tipo di Clienti: tutti nessuno cliente								

Prints for internal use are designed to be essentially issued to your co-workers and instructors in general: 4 prints arranged as forms to help individual courses held by your employees, 2 prints for the verification of internal data, such as Links and Scores.

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# FORM REGISTRATIONS OF THE MONTH TO A COURSE, CERTIFICATES SITUATION, ANNUAL SUBSCRIPTIONS PAYMENTS SITUATION, COURSES SUBSCRIPTIONS PAYMENTS SITUATION

The logic implemented in these prints, which are activated by the Print Preview or Print buttons after choosing the course, is to give the report to your co-worker with all the data concerning him, assuming that is also responsibility of the instructor to push members of his course to renew payments.

Membe	rs type :customer						
Registr.	Name	Validity	Other courses	Cert.	Expiry	Amuity	Course
260	Belardi Alice	1/3/12-31/3/12	fbo	х	13/02/13	pay	oł
205	Buscalferri Silvia	1/3/12-30/6/12	fbo	*		oł	c oł
261	Cicchetti Micol	1/3/12-31/3/12	fbo	*		oł	c oł
127	Costa Maria valentina	1/1/12-30/4/12	fbo	*		oł	c oł
106	Crivellari Irene	1/1/12-31/3/12	fbo	Х	27/02/13	oł	c oł
165	D'alò Angela	1/3/12-30/4/12	fbo	х	06/03/13	oł	c pay
131	Lanza Letizia	1/3/12-31/3/12	fbo	*		oł	c oł
38	Massini Claudia	15/3/12-31/3/12	fbo	Х	27/02/13	oł	c oł
297	Meiattini Sandra	1/3/12-31/3/12	fbo	х	28/02/13	oł	c oł
210	Perugini Giulia	1/1/12-31/3/12	fbo	*		oł	c oł
149	Pisani Stefania	6/10/11-31/5/12	fbo	Х	02/02/13	oł	c oł
Total m	nembers 11 male 2 female 9			LEGE ? cer X cer * cer	ND tificate absent rificate present tificate not requ	ired	

The report "Form registrations of the month to a course" illustrated in the figure above shows 8 columns, is a particularly suitable form for your employees to which you can delegate the burden of requiring the making of payments, however, giving him the details of his course:

- Registr.: number of inscription tags of the registration to the annuity;
- Name: Surname and name if member;
- Validity: starting and ending dates of the validity of subscription to the course;
- Other courses: list of courses code to which the customer is subscribed;
- Cert.: certificate, the column can bring ? (certificate missing the member should be stimulated to deliver the medical certificate), X (ok, certificate delivered), \* (certificate not required).
- Expiry: da expiration date of the certificate.
- Annuity: annual subscription fee, the column can be OK (annuity paid); PAY (the person should be stimulated to pay the annual subscription).
- Course: course subscription fee, the column can be OK (course paid); PAY (the person should be stimulated to pay the monthly subscription to the course).



The three reports subsequent to this are virtually identical but focus only on certificates, only on annual subscriptions, only about the monthly subscription to course and are suitable for the middle months of the annuity or to investigate who has not paid, because the first 4 reports can be filtered (restricted) for situations of only the missed payments. In this case you can use the report by pressing "Courses to include" "All" and "Print Options" "Only missing payments" to go to find those who have still to pay. See example below:

Members type :customer						
Registr. Name	Validity	Other courses	Cert.	Expiry	Amuity	Course
165 D'alò Angela	1/3/12-30/4/12	fbo	Х	06/03/13	0	k pay
female 0			X ce * cer	rificate present tificate not requi	red	
	printPreview	FromRuntime		×		
		-				



## FORM LINKS, MEMBERS HAVE PRESENTED OTHER CUSTOMERS; FORM SCORES OF MEMBERS

These two reports do not have parameters, are activated by simply pressing the "Print Preview" or "Print" buttons. Through the first printing can be checked and keep in mind the people who have been brought from other members. See example:

Nama	List of several he has seen	atad										
	LISE OF PERSONS HE HAS PRESE	anteu										
BONDIBEN	Crananana Salvatara Ci											
	Crapansano Salvatore Gr											
	Lo facono Ruggero											
	Vinci Maurizio											
	Total members	4										
CARUSOTT	D ANGELO											
	Bruno Erika											
	Pellegrini Alessia											
	Total members	2										
CRAPANSA	NO SALVATORE GIUSEPPE											
	Cortese Maria Grazia											
	Donatelli Davide											
	Meconcelli Guido											
	Perelli Francesco											
	Total members	4										
CROCIANIN	IATTIA											
	Pagliai Luca											
	Total members	1										
DE CATALD	O NADIA											
	Ferri Antonio											
	Total members	1	printPreviewFromRuntime X									
PELLERITI	GIUSEPPE											
L	Basla Livia											

 $\sum_{i=1}^{i}$ 



The second printing instead allows you to keep track of the score that each of your customers has won:

Name	Description of assigned score	Code	Date	Score
AIELLO ORIA	ANA			
•	presentazione nuovo iscritto Ferri Antonio	COL	07/09/2013	50
			Final score	50
BONDI BENE	DETTO			
	presentazione nuovo iscritto Lo Iacono Ruggero	COL	07/03/2012	50
	presentazione nuovo iscritto Vinci Maurizio	COL	09/05/2011	50
	ricevuto sconto o premio scores	RIC	09/05/2011	-50
			Final score	50
CARUSOTTO	ANGELO			
	ricevuto sconto o premio scores	RIC	06/02/2012	-100
	presentazione nuovo iscritto Pellegrini Alessia	COL	06/02/2012	50
	presentazione nuovo iscritto Bruno Erika	COL	06/02/2012	50
			Final score	(
CRAPANSAN	IO SALVATORE GIUSEPPE			
	presentazione nuovo iscritto Meconce Guido	COL	01/06/2011	50
	ricevuto sconto o premio scores	RIC	09/05/2011	-100
	presentazione nuovo iscritto Perelli Francesco	COL	18/04/2011	50
	presentazione nuovo iscritto Cortesi Maria Grazia	COL	18/04/2011	50
			Final score	50
CROCIANI M	ΑΤΤΙΑ			
	presentazione nuovo iscritto Pagliai Luca	COL	01/06/2011	50
	nrintDraviewEromRuntime		Final score	50
DE CATAL DO			L	1

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## **REPORTS FOR INTERNAL USE, FIELD BY FIELD USER GUIDE**



Let's see option by option:

- Print: processes the report and sends it directly to the printer;
- Print Preview: processes the report and the result is shown in the preview screen, if you want you can then send it to the printer;
- Report certificates, subscriptions list, payments, total: Form registrations of the month to a course (the report provides a summary of certificates / payment); General certificates situation (this report is limited to certificates situation); Certificates maturing in month (this report is limited to certificates situation further limited to the only certificates going to expire in the month); Annual subscriptions payments situation (the report offers the situations of payments to the annuity, if you press "Only missing payments" and "Courses include" "All" you get the report just missed payments to the annuity); Courses subscriptions payments situation (the report offers the courses, if you press "Only missing payments" and "Courses include" "All" you get the report offers the situations of payments to the courses); Form links, members have presented other customers (reminder report indicating who among your customers presented other customers); Form scores of members (Detailed, a bit 'like eBay, the score of each customer, partly attributed automatically in part manually); Form receipts of the day (the report print the receipts of the day useful to close the safe).
- Print options: All members (the prints show all the customers); Only missing payments (prints show only those customers who have yet to take the money for the payment).
- Print data for the period: the month to which refer monthly subscriptions for the three reports Form registrations of the month to a course, Certificates maturing in month and Courses subscriptions payments situation; instead simply the year if we are activing the reports General certificates situation and Annual subscriptions payments situation.
- Courses to include: click on ALL to select all the courses, ANY and then select individually each course you are interested in to print;
- Type of customer: click on one type of customer to include it, if already included is excluded.



# Cards

🕫 REPORTS ON CARDS USA	GE		- • ×
Print Print Preview	aster list ent list romanion	group by	ice break
Access analysis report: • Analysis of the car	d uses		Print data for the period: From: 01/04/2014 To: 01/04/2014
regularly passed with a payment	passed but warned missing	refused all the events	Activate comparison with the period From 01/03/2014 To 31/03/2014
<ul> <li>Free analysis of us</li> <li>Analysis Customer</li> <li>Analysis of custom</li> </ul>	age peaks s to force to a diffe er cards	erent timetable	✓ -missino-     ✓ Pilates     ✓ Athletic Trainin     ✓ Rehabilitation     ✓ Bodv Building     ✓ Step     ✓ Fit Boxe     ✓ Total Bodv     ✓
Filters and sorts simplified / Sort by Show or Date time Alphabet. Card Dt. Birth	Advanced filters and so	rts default order clean filter	Type of Customers: all any customer Only new customers of period Devices: all any Front door 1

The prints obtained from usage data (logs) of the cards allow you to control the use of equipment in your club: 3 reports freely configurable normally to be used from the owner or the management or the gym, to be used for free analysis of the volume of usage; for free analysis of the behavior of customers; for analysis, according to the occupation and working hours, of that part of the customers that you can drive to a different time in order to maximize the turnout of your club. Are further available comparisons between periods (that you can do only after some month of data) useful to verify the good management of the club. The prints can be done for totals or in detail till a single access or even restricted to a single course of the gym.

The logic of the prints, activable clicking on the Print and Print Preview buttons, is to generate a total for the field indicated in "MASTER LIST". If we click with mouse on the "MASTER LIST" to entirely erase it and left it blank we will have a single row with the big total of ingresses in the period FROM / TO in the pane "PRINT DATA FOR THE PERIOD".

## Free analysis of usage peaks from 01/giu/2013 to 30/giu/2013

Customers type:customer / All the courses / Devices:Front door 1

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01-apr-14



In the report are shown the usage peaks analyzing data of June 2013, for every detail required to print (here we asked only the grand total because left in white the master field) comes a 3d graph with the time of the ingresses (07-08-09-10-11 - ... -19-20-21), days of the week and the number of accesses in a vertical; an histogram graph for easy reading of the 3d graph and finally a table with the data from which the graphs are deriven.



#### ANALYSIS OF THE CARD USES

This report is designed to analyze the data from usage data (logs) of the cards: you can get the printout for each use of the cards choosing the master list "Event list". You can view all data indiscriminately that the electronic access regulator generates, as well as restrict them to "regularly passed" (only events that indicate an access to the gym), "passed but warned" (only events that indicate an access to the gym but only after the customer has been notified that must quickly renew the subscription), "refused" (only events in which customers were notified that the subscription has expired and he was keep out), "with a payment" (only events generated from prepaid cards), "missing" (people who have not come despite having regularly paid subscription) and finally "all the events".

Of particular interest is the report of the "missing", ie people who have regularly paid subscription but in the time period FROM / TO of the pane "Print data for the period" did not come. The print allows you to get the name of who should probably be stimulated; customer will probably be lost in the following months.

This report even if it allows for total free analysis is primarily meant to be used with the master field setted to "Event list" or "Customer (surname, name, phone)"

The example below shows the events "passed but warned" that is "Request to renew the subscription" which was generated 2 times: people when entering were informed that the subscription was expiring.

ard uses passed but warned from 01/giu/2013 to 30/giu/2013 stomers type:customer / All the courses / Devices:Front door 1									
	Customer	date time	card	devic	e eventnun	nber	price	gratis	
1	Piroli - Valter	18/06/13 12:04	000788	PORTA	Renew subscription request	1			
2	Piroli - Valter	19/06/13 13:33	000788	PORTA	Renew subscription request	1			

Let see all the columns individually:

- Date Time: indicates the date and time at which the event occurred;
- Card: card number that generated the event;
- Device: indicates on which electronic device the event occurred;
- Event: indicates which event occurred;
- Number: how many times the event occurred;
- Price: sum of the price paid, there are values in this column only if because the event the customer paid something using a prepaid card;
- Gratis: sum of the number of free accesses, there are values in this column only if because the event the customer has used some free accesses from his carnet in the card.



If report is launched with the field master list setted to "Events list" do not occur any sums or groups, but if we use other fields such as "Customer (surname and name)" can be done some sums and the report becomes as below:

	Ird uses regularly passed from 01/giu/2013 to 30/giu/2013 omers type:customer / All the courses / Devices:Front door 1										
	Customer	date time	card	device	event nun	nber	price grati				
1	Cresti - Luca	03/06/13 07:03 27/06/13 07:28	000680	PORTA	Door opened	11					
2	Farnetani - Alessandro	03/06/13 10:02 28/06/13 08:55	000021	PORTA	Door opened	11					
3	Sampieri - Giacomo	03/06/13 10:28 15/06/13 14:27	000756	PORTA	Door opened	4					
4	Marzucchi - Marco	03/06/13 11:04 28/06/13 07:02	000602	PORTA	Door opened	10					
5	Piroli - Valter	03/06/13 11:43 26/06/13 10:03	000788	PORTA	Door opened	12					
6	Brogi - Simone	03/06/13 13:20 28/06/13 15:46	000371	PORTA	Door opened	17					
7	Nannini - Michela	03/06/13 13:54 25/06/13 14:12	000002	PORTA	Door opened	16					
8	Postiglione - Rocco	03/06/13 14:54 28/06/13 14:47	000027	PORTA	Door opened	15					
9	Bertini - Andrea	03/06/13 15:08 22/06/13 07:00	000435	PORTA	Door opened	5					
10	Egbuchulem - Andrea	03/06/13 15:26 12/06/13 15:27	000132	PORTA	Door opened	11					
11	Degli innocenti - Sara	03/06/13 17:04	000780	PORTA	Door opened	1					
12	Springs - Adalberta	03/06/13 17:07 28/06/13 15:41	000633	PORTA	Door opened	11					
13	Carusotto - Angelo	03/06/13 17:33 14/06/13 16:07	000557	PORTA	Door opened	5					

In the first line as well as in other events have occurred more than once, so in Date Time column are printed the first and last date on which they occurred, in Event the first and the last event occurred, in the Number column the total number of events occurred.

#### FREE ANALYSIS OF USAGE PEAKS

This report is designed to analyze graphically the data from usage data (logs) of the cards: the graph is provided in 3d with the schedules of the accesses (07-08-09-10-11 -  $\dots$  -19 - 20-21), the days of the week and the number of accesses in the vertical; a histogram graph for easy reading 3d graph and finally a table with the data from which the graphs are drawn.

The report is designed to be activated in the grand total leaving empty the master list, and then be compared with prints in detail grouped by profession or business hours (in the master list choose the fields "Customers (job)" and "Customers (job hours)"); this improves the flexibility that is morning inflows and days "tired" with appropriate promotions during the days and times of inflection in order to increase enrollment for the days and times of peak.

#### ANALYSIS CUSTOMERS TO FORCE TO A DIFFERENT TIMETABLE

This report is completely automatically, depending on the profession, it is able to provide a list of the names of the part of the customer that can move at different times in order to maximize the turnout in your premises.

	N CARDS USA	GE						
Print Print P		i <b>ster list</b> ent list Convension		e break				
Access anal	ysis report: is of the care	d uses		Print data for the period: From: 03/04/2014 To: 03/04/2014				
reg with	ularly passed n a payment	passed but warned missing	refused all the events	From 01/03/2014 To 02/04/2014				
C Free a C Analys	nalysis of us is Customers	age peaks s to force to a diffe	erent timetable	Athletic Trainin     Pilates     Athletic Trainin     Rehabilitation				
C Analys	is of custom	er cards		Fit Boxe				
Filters and sor	ts simplified	dvanced filters and so	rts	Type of Customers: all any				
Date time Alphabet.	Card cod. Card type Customers	v the following data	default order	Customer				
Card	Dt. Birth		Clean filter	Front door 1				

## **REPORT CARDS, FIELD BY FIELD USER GUIDE**

Let's see option by option:

- Print: processes the report and sends it directly to the printer;
- Print Preview: processes the report and the result is shown in the preview screen, if you want you can then send it to the printer;
- Master list: determine each row of the print, the maximum level of detail; it can seem that the maximum level is Customer (Surname and Name), but is not so because a customer can have much more than one access per day so the maximum detail you can get is choosing the field Event List; if you left blank the muster field you have a general total;
- Comparison: if active "Activate comparison with the period..." indicates whether or not activates the comparison to the master list;
- First group by: If active allows you to choose a field of sub-total;
- Second comparison; if active in the sub-total is pressed also a sub-total for the same data in the period of comparison;
- First page break: if active for each sub-total is added also a page-break;
- Second group by: If active allows you to choose a field of sub-sub-total;
- Third comparison; if active in the sub-sub-total is pressed also a sub-sub-total for the same data in the period of comparison;
- Second page break: if active for each sub-sub-total is added also a page-break;
- •
- Access analysis report: Analysis of the card uses (a list of events generated by cards); Free analysis of usage peaks (report with graphs of customers regularly passed); Analysis customers to force to a different timetable (print pre-configured according to the profession indicates name by name customers who might be driven to different time); Analysis of customer cards (report of conditions configured on his card offered to each customer);
- Filters and sorts simplified:
  - Filters simplified: allows you to print a single piece of data, for example, all the data for a single customer, specifying multiple filters in parallel are combined with "and"



between them (for example, all data relating to clients of female sex, and date of birth between 1970 and 1980);

- Simplified order: the "master list" is always sorted for "Date time"; it's possible sort also "Alphabetical" or for Card number.
- Print data for the period: indicates the range of event date FROM / TO for which you are interested to print the data;
- Activate comparison with the period...: if you enable the comparison are also selected the data for a comparison period;
- Courses to include: click on ALL to select all the courses, ANY and then select individually each course you are interested in to print;
- Type of customer: click on one type of customer to include it, if already included is excluded;
- Only new customers of period: when clicked are selected data only of customers who are new (surveyed) during the FROM / TO selected in the "Print data for the period";

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# Customers management

This is the section of the software for daily use where are inserted in the member registry or searched customers previously stored, the section from where you issue cards or renew subscriptions.

Insertion											
🕄 Customers											
code 08	362 [	inser	date 2	22/03/	2014	situation subscrip	tions to cou	rses			
Name / Surname	mary		white			annuity period	type cost	P	courses		
Date of birth	01/01/19	30	Sex	⊖ Mal	Fem 🖲	2013/4 1/3-31/3	M 49	x			
Tax Code											
Type / Job	customer		-		•						
Working hours					•						
Street	Sant Juan	, 937									
Locality / Town			Liverpo	ol		Renew within	30/04/20	14 c	ost € 49,00		
Province / Country	LI		ENG			Card data Pho	to Links	Scor	es		
Phone / Cell			339 275	59652							
EMail		Hcm	180	Kg 65	MANAGEMENT CA	RD Expiry o	ard	31/12/20	19		
Needs						Subscription fr	om 01/03/	2014 [	to 30/04/20	14	
Notes						SER cod.000820 - regular				크	
						enabled devices to the card					
Annual momberships to	annuity nu	m cost	payed cer	tif cert	exp	Code On time PORTA X/*	/Out Token/	Gratis	Calendars GNRAL		
the gym	2013/4 4/	10	10 I <sup>-</sup>								
Register annui	ty gym	Sul	oscription		Renew	subscription	<u>S</u> av	/e an	d close	1	
		CARD: Issue, Management, R			eload credit	Del	ete cu	ustomer			

From here you insert the new customers, notice that some fields have the label in blue to indicate that a double click opens another form.

To store a new customer is particularly fast:

- Name: type the name of the customer and hit the Tab key on your keyboard (normally at the left of the keyboard represented with two arrows superimposed→←);
- Surname: type the surname of the customer and hit Tab;
- Date of birth: type for example 01011980 and hit Tab;
- Sex: choose male/female with the keyboard arrows "right" and "left", then hit Tab;
- Type: hit "alt in contemporary to the down arrow" now with the "up" and "down" arrows choose among administrator (your colleague that does not have to appear in the prints but you want to issue the card), customer (has to be in every report), coach (your colleague that does not have to appear in the prints but you want to issue the card), customer in the prints but you want to issue the card), collaborator (sometimes have to appear in the prints and you want to issue the card),



atypic (for example those customers who pay their subscription directly to the coach you want to issue the card) now hit Tab;

- Job: hit "alt in contemporary to the down arrow" and with arrows choose among the available jobs, hit then Tab. If you do not want to enter the job you can directly hit the Tab key, if you want instead to enter a missing job with your mouse you can choose the "new" item of the list;
- Working hours: hit "alt in contemporary to the down arrow" and with arrows choose among the available working hours then hit Tab. If you do not want to enter the working hour you can directly hit the Tab key, if you want instead to enter a missing working hours with your mouse you can choose the "new" item of the list;
- Street: enter the address including the number then hit Tab;
- Locality: enter the locality if different from the town then hit Tab;
- Town: insert the municipality of residence if different from province then hit Tab;
- Province: enter the province code then hit Tab;
- Country: insert nationality if other than your then hit Tab;
- Phone: enter the phone if available then hit Tab;
- Cell: enter the cell number then hit Tab
- Email: enter the email if available then hit Tab;
- H cm: height in cm then hit Tab;
- Kg: weight in kg then hit Tab;

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- Needs: very useful for those who make fitness, here, for example, specify the program that the customer wants to practice such "slimming abdomen", then hit Tab key; note that you can write 65,536 characters in this field, it is advisable to write a short text but if the text should be particularly long, you can hit "Shift F2" to get a zoom window;
- Notes: if there are any special notes you can write them down here, then hit Tab key; note that you can write 65,536 characters in this field, it is advisable to write a short text but if the text should be particularly long, you can hit "Shift F2" to get a zoom window.

#### **ANNUAL MEMBERSHIPS TO THE GYM**

Click on the button "Register annuity gym" to access the form of membership for the annual fee. The annual fee is mandatory otherwise you cannot subscribe this person to a course; without subscription card cannot be issued to the customer. If your club does not manage the annual membership nor health certificates simply do the subscription but making the annual cost to 0 and flagging amount paid, without requiring the delivery of the certificate.

🙁 Customers										
code 00	362	insert date	22/03/2014	situation subscrip	tions to courses					
Name / Surname	mary	white		annuity period	type cost	p courses				
Date of birth	01/01/1980	Sex	C Mal Fem 🤆	2013/4 1/4-30/4 2013/4 1/3-31/3	M 49 M 49	Â				
Tax Code	🔠 Annual ı	registration								
Type / Job	REGIS	REGISTRATION: mary white								
Working hours		Annuity	2013/4							
Street		Operation date	22/03/2014							
Locality / Town		Progressive tag	47		_	cost € 49,00				
Province / Country		mount for annuitu	£500		_	pres				
Phone / Cell		Cash	5,00							
EMail		Deverant data	×1			31/12/2019				
Needs		Fayment date	22/03/2014			to 30/04/2014				
Notes		Lertificate	1			0820 - regular 🔄				
		Delivery date								
Annual		Certificato begin				Calendars				
memberships to the avm		Certificate end								
	<u></u>	ave and close	Er	ase registration						
	L				1					
Register annui	ty <u>a</u> ym	Subscription	Rene	ew subscription	<u>Save</u>	and close				
		CARD: Issue, I	Management,	Reload credit	customer					

- Annuity: you cannot change, is the annuity for which you are enrolling, in the example the field indicates the annuity 2013/2014.
- Operation date: you cannot change, is the date on which you are making the entry.
- Progressive tag: suggests the sequence number must have the tag.
- Amount for annuity: indicate how much is the annual membership. As already mentioned, if you do not manage the annual membership in your club leaves to 0 and click "Cash" to check this flag.
- Cash: check this flag if the customer has actually paid the membership, at any time you can check who of your customers have not paid the membership;
- Payment date: if you have checked the Cash flag here automatically appear the payment date you can still change.
- Certificate: check this flag if you manage the medical certificates and want to mark that this customer has yet delivered it. To report that has yet delivered it you will need to clear the delivery date.
- Delivery date: if the certificate is required (you have checked Certificate) here write the delivery date; clear the delivery date instead if you want to mark the customer as a customer who has yet delivered the medical certificate.
- Certificate begin: coverage start date of the certificate;
- Certificate end: coverage end date of the certificate.

Click on Save and close else if there are typos or you are not sure of the details are being introduced you can always press the ESC key or click on the Erase registration button.

#### **SUBSCRIPTION TO COURSES**

Click on "Subscription" button to go to the form of the monthly courses subscription; without subscription card cannot be issued to the customer.

🕄 Customers	Subscriptions	
code 086.	SUBSCRIPTION 2013: mary white	courses
Date of birth 0	Annuity 2013/4	
Tax Code	Operation date 22/03/2014	
Type / Job ci	List Monthly	-
Working hours	Amount agreed € 49,00	
Street S	Cash 🔽	
Locality / Town	Amount to be paid € 0,00	ost € 49,00
Province / Country L	Payment in cash	es
Phone / Cell	Subscription FROM 01/04/2014	
EMail	Subscription TO 30/04/2014	31/12/2019
Needs	Courses preference course name preference	e <u>10</u> 30/04/2014
Notes	ZMB Zumba X	20 - regular 💌
	FBO Fit Boxe	
Annual a memberships to 2	Notes Automatic consumal assumes	SNRAL
the gym	Notes Automatic renewar courses	
	1	
Register appuitu	Save and close Erase registration	d close
Register annuity		L CIOSE
1	· · · · · · · · · · · · · · · · · · ·	stomer

Once you have choose the cost list the form automatically fills by itself, you have simply to check if the customer has actually paid checking or not the flag Cash. If the amount is not paid remains visible in various prints as reminder that the customer has yet to actually pay.

- Annuity: you cannot change, is the annuity for which you are enrolling, in the example the field indicates the annuity 2013/2014.
- Operation date: you cannot change, is the date on which you are making the entry.
- List: choose the list for which you are subscribing the customer, the total will be automatically proposed, but can be changed manually at any time.
- Amount agreed: indicate how much the subscription that you are doing; automatically is offered the official list chosen;
- Cash: check this flag if the customer has actually paid the membership, at any time you can check who of your customers have not paid the membership;
- Amount to be paid: write here how much money the customer must still give if he has partially paid;
- Payment in cash: check this flag if the customer has paid in cash;
- Subscription FROM: coverage start date of the subscription;
- Subscription TO: coverage end date of the subscription;
- Courses preference: double-click with the mouse on the courses for which you are making the subscription; may also be more than one.
- Notes: if there are any special notes, essentially on payments, you can write them down here. Note that you can write 65,536 characters in this field, it is advisable to



write a short text but if the text should be particularly long, you can hit "Shift F2" to get a zoom window.

Click on Save and close else if there are typos or you are not sure of the details are being introduced you can always press the ESC key or click on the Erase registration button.

#### CARD: ISSUE

Click on "CARD: Issue, Management, Reload credit" button to go to the form of card issue.

🖽 Custo	-8	Con	figuratio	on devic	es used b	y custo	mers				- • •	
CO	Iss	ue c	ard Ma	nagemer	nt card C	ard cred	lit					
Name /		In	ternal ca	rd code	000	)821	i	ssue 04,	/04/2014	expiry	31/12/2019	
Da		be	egin subs	cription	01/04/2014			end subscription			2014	
		Тур	e to issu	•	SER-Card p	oer ingres	so serale i	n abbonan	nento		•	
Т		Alla	the cale	ndars				С	alendrars of	the card	sum.	
hoW		ALL CU: DAI	- STM L10	Open at Calenda Open alı	any hour l rio person ways but fi	out in L alizzati rom 10 - *		>  [3 	inral I	Normal acces:	3	
Locali		-	always	///????	kday 📗	noctum	aks 🗾 /	ndiday 👘	nocturna	ls		
Province		hh	LUN	MAR	MER	GIO	VEN	SAB	DOM			
Ph		1 2										
		3 4										
		67										
		8										
		10										
membi		12										
		15	X X	X X	x	XX	X	XX				
		17	X X	X	X	X X	X	X				
		19	x	X	x	X	X					
Regis		22	^	^	^	^	^					
	'		<u>I</u> ssue	format	ted card		<u>F</u> or	mat a r	new card	<u>C</u> an	cel issue	

To issue the card you need just a few clicks, if you want to release a new card has not been formatted before you leave in the Internal card code field "format new" will leave the dates proposed will choose the type card (in the example "SER" evening subscription card) and will click the Format a new card button; will be necessary to approach the electronic device that regulates accesses and follow the instructions on the display. If you have instead already formatted card you have to write in the Internal card code field the number of the card to be issued will leave the dates proposed will choose the type card (in the example "SER" evening subscription card) and will click the Issue formatted card button; the following form will appear, asking whether you want to activate the card immediately:

DATA EXCHANGE	Canada and Annual Annual
You want to immediate reader now?	ly activate the card by connecting the
Yes	No

If the cable is properly connected you will see a progress bar for a few seconds during which the card will be activated. If you do not want to immediately activate the card you can do after in massive update procedure; the one with the icon of an antenna.

If there are typos or you are not sure of the details are being introduced you can always press the ESC key or click on the Cancel issue red button.

Let's see field by field:

- Internal card code: indicate here the card number to be issued, if you want to format a new card leave the value "format new";
- Issue: card issue date;
- Expiry: expiry date of the card (preset to 5 years);
- Begin subscription: coverage start date of the subscription (if the date is greater than today the card will start to work only in the future, starting from this date);
- End subscription: coverage end date of the subscription (if the date is not greater than today the card will not work, and the device always will say SORRY SUBSCRIPTION EXPIRY);
- Type to issue: type of card to be issued, the card types are configured from the main menu with the appropriate button Card types;
- All the calendars: all the calendars configured from the main menu with the button Calendars;
- Calendars of the card: reports such as calendars uses the card type selected;
- Sum; if there are much more than one calendar click Sum you will get a preview (as seen in Figure above) of when the card will overall open the door;
- Calendar details: here you can see the opening hours of the configured calendars;
- Issue formatted card: issue a card pre-formatted;
- Format a new card: issue a whole new card has not been formatted before.

## CARD: MANAGEMENT

Click on "CARD: Issue, Management, Reload credit" button to go to the form of card issue.

🕄 Cust	·•• (	Config	juratio	on devices use	ed by custom	ers						x	
	Can	nbia tip	o caro	Managemer	nt card Card (	oredit							
Name		speci	al cor	ditions appl	ed to the cu	stomer		issu	e card		13/10	1/2010	
D		Standard	1 Code	On Time/Out	Token/Gratis Ca	alendars		expir	y card		31/12	/2015	
		X	PORT	A X/*	G	NRAL	begi	in sub	oscript.		01/10	/2010	
							end	subsc	ription		31/03	/2014	
Wor							ir	iterna	l code (	000680	)		
							Card ty	/pe	9	SER o	od.00068	30 💽	
Loca							Lo	ck c	ard	E	rase ca	rd	
Province							Fo	rmat	and as	ssign	new ca	rd	
PI								Re	eformat	t this	card		
							Imm	edia	itely ref	fresh	the rea	der	15
	Ĺ	og at	tività	card									- 14 1
	Ī	Card	Device	Event date	Acquisition date	Eevent		Note	Action		Results	_	EI.
	1 [	000680	001	11/09/2013 07:06:29	11/09/2013 20:57:13	3 Enter in right hours							
		000680	001	11/09/2013 07:06:29	11/09/2013 20:57:13	3 Door opened							
		000680	001	10/09/2013 08:02:38	10/09/2013 14:44:58	8 Door opened							12
memt		000680	001	10/09/2013 08:02:37	10/09/2013 14:44:58	Enter in right hours							
		000680	001	09/09/2013 07:50:10	09/09/2013 14:36:11	Enter in right hours							
		000680	001	09/09/2013 07:11:54	09/09/2013 14:36:11	Door opened							
		000680	001	09/09/2013 07:11:53	09/09/2013 14:36:11	Enter In right hours							
		000680	PC	27/06/2013 21:25:20	27/06/2013 21:25:20	Renew subscription			Write card	1	Ok		
		000680	001	27/06/2013 07:28:50	27/06/2013 21:39:25	5 Door opened							
Denie		000680	001	27/06/2013 07:28:50	27/06/2013 21:39:25	5 Enter in right hours						-	
Kegis		Cha set	ange p tings o	rices and f the card	Restore de standard	faults Card		Can	cel	<u>S</u> av	ve and (	close	

Once issued the card can be managed with several features:

- Card activity log: In this pane, you can inspect what happened with the card of the customer including the events generated by the computer and that must be transmitted in the massive update process. The columns of this panel are: Card (card number information to which they refer), Device (who generated the event), Event Date (date of event), Acquisition date (the date on which the event was acquired), event (the event), Notes (other information), Action (action is taken on the event: "book for late" means booked to run later during the massive upgrade), Result (result: "waiting" means waiting, "ok" means successfully executed). All of these events can be printed by Report Cards button on main menu.
- Internal code : you can assign a new card to the customer (in case of loss or damage) simply by writing here the new card number and then clicking on the Save and Close.
- Lock card : locks the card by setting the expiration date to today making it unusable. If the card is locked can then be unlocked.
- Erase card : delete both from the electronic device that regulates accesses and in the archives the card ; you will be able to assign after a new card.
- Format and assign new card : in case the card is lost or damaged, you can assign a new card.
- Reformat this card: in case the card becomes unusable , you can "refresh" the data by reformatting the card.
- Change price and settings of the card: will start a menu in which you can completely customize the behavior of the card only for this customer.
- Change card type: you can change the behavior of the card by changing the type without this it is necessary to ask the customer to return the card.



# CARD: CREDIT

Click on "CARD: Issue, Management, Reload credit" button to go to the form of card issue.

E Cus	-8	Configuration de	vices used	by custome	ers		, • •	
	C	hange card type 🛛 M	lanagement	card Card	credit			
Nam		date	D4/04/	2014	Search			
		ON CARD	AMOUNT	DATE	NOTE	deposit date	04/04/2014	
		2013-02-27 15-02-31 2013-02-25 15-46-38	-€ 8,00 -€ 8,00	25/02/2013	Porta ingresso Porta ingresso	total deposit		
		2013-02-22 18-14-08 2013-02-13 17-47-22	-€ 8,00 -€ 8,00	22/02/2013 13/02/2013	Porta ingresso Porta ingresso	note		
		2013-02-13 18-08-38 2013-02-13 18-08-38	€ 16,00 € 8.00	13/02/2013 13/02/2013				
		2013-02-13 17-59-41	-€ 8,00	13/02/2013		associate payment following	courses	
Provin		2013-02-13 17-09-41	€ 32,00	13/02/2013		course name	preference	
						FBO Fit Boxe		
						FIT Fitness KAB Karate		D18
						PLT Pilates		
						RIA Rehabilitation		FI.
						STP Step TBO Total Body		E
men						ZMB Zumba		
						Add credit		
						Update credit on r	eader	
Reg		•			F.	Reset credit exp (without refund me	ired oney)	
		Residual credit	€ 24,00	on card	€ 24,00	Close		

If the card is prepaid, you can use this detailed form to vary the credit. You have movement for movement in the left pane, for all the operations it is not necessary that the customer return his card:

- Deposit date: the date of the currency;
- Total deposit: enter here the total to add to the credit of the card;
- Note: any notes that will be associated with the movement;
- Associate payment following courses: if you want the payment appears on some courses double click on the courses that supposedly will follow the customer with his prepaid card;
- Add credit: click this button to update the totals;
- Update credit on reader: click this button to immediately update the changes on the reader;
- Reset credit expired (without refund money) : normally the credit on the card is only valid for a period of time after which the credit expires, through this button, you can reset the credit on the card;
- Box of movements in the upper left . There are 4 columns very explanatory : On card (date time at which the information was also updated on the remote device and then also on the card), Amount (total movement), Date (the date of the movement), Note (notes automatically if it comes from the use of the card and indicates the payment on the door, otherwise the notes done manually charging credit).



# CARD: DATA



When the card is issued in the Card data pane there is a summary of all the data of the card:

- Expiry card: year of expiry of the card;
- Subscription coverage interval: coverage from/to of the subscription, in other words the range of dates for which the card will open the door;
- Card type: card type code and card number; an asterisk in parentheses indicates that the card is customized in respect to the default represented by the code (in the picture SER); note the blue label of "Card type" which indicates that a double click opens the detail form;
- Enabled device to the card: contains a brief list with the summary of the conditions applied on each device
  - Code: device code;

- On Time/Out: the card has applied a calendar (shows an "X" if there is a star if not "\*") / out of hours there is a token used (show the code of the token or if any an asterisk "\*");
- Token/Gratis: if there is a token used here is listed the price for each access / type of carnet when applied
- Calendars: list of calendars code of the card.

## Рното



If you have loaded a photo the customer form will open showing it instead of showing in this pane the Card data.

To load a photo you simply need to click on the button "UPLOAD A NEW POHOTO....", a browse file system window will open and you will have to indicate the file containing the photo to load. Please note that the photographs are not automatically included in any back-up and are stored in the path of the program under the Foto subfolder (ie c:\gym\foto).

#### LINKS



Under links you can get a quick summary of the people that have been introduced by the customer, if the customer has not introduced anyone but was presented by others, you can mark it with a double click on "Presented by" that triggers the form of "Search customers" better described later.

## SCORES



The panel "Scores" lists all the scores earned by the customer (automatic rows are inserted for having introduced other customers and have signed peculiar subscription); in total, the total score earned. If you want to manually assign other scores, just press the button "NEW" will open a form with the following fields:

• Operation date: today;

P

- Cod. causal: the causal code of the score;
- Score: the number of points assigned;
- Notes: eventual description.

# Search

Open record card       New customer       Close         Record:       I <th></th> <th>List of custon code 0325 0757 0862</th> <th>ners that match the su Surname and Name Corsi Mary Panciolli Mary white mary</th> <th>Enter Paramo Name or Coo mary pplied criteria num.Card 000564 000699</th> <th>eter Value de o NumCard (en OK Siena(SI) Buonconvento(S Liverpool(LI)</th> <th>Cancel</th> <th>Via Dante Via Piemo Sant Jua</th> <th>Address 42 7 n, 937</th> <th></th>		List of custon code 0325 0757 0862	ners that match the su Surname and Name Corsi Mary Panciolli Mary white mary	Enter Paramo Name or Coo mary pplied criteria num.Card 000564 000699	eter Value de o NumCard (en OK Siena(SI) Buonconvento(S Liverpool(LI)	Cancel	Via Dante Via Piemo Sant Jua	Address 42 7 n, 937	
Record:       I </td <th></th> <td>One</td> <td>n record card</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		One	n record card						
Image: Second	Re	<u>O</u> pe	n record card 🗾 <u>N</u> e	ew clistome					
CARD: Issue, Management, Reload credit Delete customer	Re							Close	-
		Cord: II Customers Code Customers Code Customers Code Customers Code Customers Cust	1 ▶ ▶	the second	22/03/2014 C Mal Fem C	Stuation subscription annuity period 2013/4 1/4-30/4 2013/4 1/4-30/4 2013/4 1/3-31/3 Renew within Card data MANAGEMENT PHOT MANAGEMENT PHOT	srts to count           type losst           the second           M           49           30/04/2014/2014/2014/2014/2014/2014/2014/	Close	

Clicking on the main menu "Search" button appears the first window at the top in the pictures: "Enter Parameter Value" with the phrase: "Name or Code or NumCard (enter for all)". As suggested by the question you can type the first or last name or the complete name "Mary", "White Mary", "mar", "whit" or "0821" or "000862" to get a short list of what you want to change. Do not write anything and hit the "enter" key to get the list of all the customers in the archives. A double-click on any of the white cells opens the detail form (shown below in the figures). It can be used as an alternative to double-click your mouse and click once on the line you want to modify, then click once on the Open record cart button.

If the search does not give any customer from here you can click on "New Customer" to start the insertion procedure.

Note that the form of customer detail are available on a single screen all the relevant information for an agile reading of his situation. All lists are in reverse order by date so you have to always head to the most recent information. To get more detailed information in list you can always make a double click in the fields that have the label in blue to read or edit (maybe update a payment has been made) the information in the list.


### Data Exchange

This is the section of the software with which you connect to the electronic access regulator and from which you do several service operations:

🗉 CONFIGURAZIONI DI BASE							
	Gym: data exchange						
	Path data source	D:\work\Gym\db\svil\GymData-ENG.mdb					
	Path import/export	D:\work\Gym\db\svil\GymExchange.mdb					
	Path temp data db	mTemp.m	db				
	Backup data db on usb pen	F:\ 💌 💌					
	Restore data from a usb pen	× ×					
	Your job station	###not vet defined!!!###					
	New station in the group	▼ 7					
	Export data for a station	× >					1
	Import data of a station	× <					
	Station linked to davices					Ŧ	I
	Menu zoom ratio	1					
	Exchang data with devices	Com3					1
	Format several cards	start procedure of cards format					11
	Read card number						i I
	Erase card					M	
	Change date on device	04/04/2014	16:09:57	v v	enerdi	<b>–</b> M	
	Respite days	2				м	
	Days before expire notice	5				м	
	Save and close				Cancel		

# Path data source, import/export, temp data db

Service information of where you can find the database files that allow the program to work, you must normally vary them all three at the same time thanks to the buttons with the three dots "..." that opens the file browse windows, then click Save and close.

## Backup dbase on usb pen, restore dbase from a usb pen

Indicate here the drive letter of the USB pen that is used for daily back-up. To immediately back up, after you specify the drive letters, press the button to the right of the drive letter with the symbol "M". If a back-up of data already exists will be asked to confirm whether to overwrite or not.

### Exchange data with devices

Indicate here the serial COM port that is used for data transfer with the remote electronic device. To carry out immediately the important phase of realignment data, after specifying the COM port, press the button to the right of the serial port with the symbol do so now "M" and will start immediately the process of massive data exchange. After the procedure you will see the question "You want to capture now logs from the reader?". The procedure is a bit slow so you can say no and postpone the acquisition of the log when closing the gym or in the weekend. Finally, press Save and Close to permanently store the serial port that will be used from now on for data exchange with remote electronic devices.



## Format several cards

Make sure that the COM port that is used for data transfer with the remote electronic device is correctly specified in the row labeled: Exchange data with devices.

During this procedure of several card formatting the electronic device cannot be used for its normal function of regulation of the accesses, the backlight of the display will turn on and a message will invite to bring a new card to be formatted.

#### Read card number

Make sure that the COM port that is used for data transfer with the remote electronic device is correctly specified in the row labeled: Exchange data with devices.

Press the button to the right of the field Read card number with the symbol do so now "M" and will start immediately the process of read. During this procedure the electronic device cannot be used for its normal function of regulation of the accesses, the backlight of the display will turn on and a message will invite to bring a new card to read.

## Erase card

Make sure that the COM port that is used for data transfer with the remote electronic device is correctly specified in the row labeled: Exchange data with devices.

Write in the "Erase card" field the number of the card you want to delete (ie 345) and press the delete button to the right of the field with the symbol do so now "M" will start immediately the erase procedure. During this procedure the electronic device cannot be used for its normal function of regulation of the accesses, the backlight of the display will turn on and a message will notify to customers: "DEVICE BUSY WITH REMOTE PC, WAIT". All of that takes very few time than the device returns to its normal state.

### Change data on device

Make sure that the COM port that is used for data transfer with the remote electronic device is correctly specified in the row labeled: Exchange data with devices.

Write in the fields "change data on device" the date, the time and the day of the week (example 30062010 tab 150337 tab Wednesday) and press the change date button to the right of the fields with the symbol do so now "M" will start immediately the change procedure. During this procedure the electronic device cannot be used for its normal function of regulation of the accesses, the backlight of the display will turn on and a message will notify to customers: "DEVICE BUSY WITH REMOTE PC, WAIT". All of that takes very few time than the device returns to its normal state.

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## Respite days

The days of respite are the days for which customers with expired subscription can still enter. Example subscription expires on 28/12/2013, the customer can enter (if the days of respite are 2) both the 29 and all the 30. For each access, the customer will be notified by the message "PLEASE CHECK PAYMENT SUBSCRIPTION EXPIRED DOOR OPENED". These particular accesses generate the event "Passed but warned" regularly printable in Card Reports section.

Make sure that the COM port that is used for data transfer with the remote electronic device is correctly specified in the row labeled: Exchange data with devices.

Write in the field "Respite days" the number of respite days (ie 2) and press the change button to the right of the field with the symbol do so now "M" will start immediately the change procedure. During this procedure the electronic device cannot be used for its normal function of regulation of the accesses, the backlight of the display will turn on and a message will notify to customers: "DEVICE BUSY WITH REMOTE PC, WAIT". All of that takes very few time than the device returns to its normal state.

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