GYM SYSTEM

USER GUIDE

SUMMARY

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.

Installation

Software

The first phase is the software installation. Decompress the zip file and run the setup.exe file.
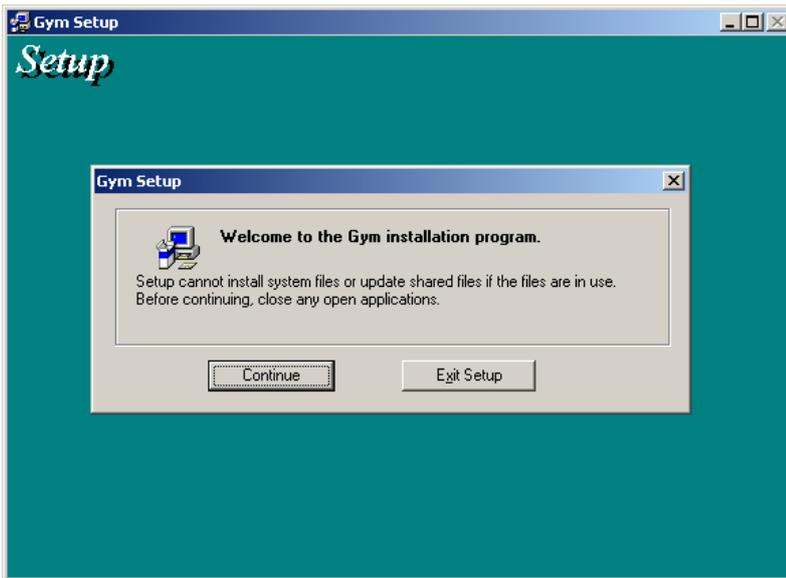
Click on the "Continue" button.
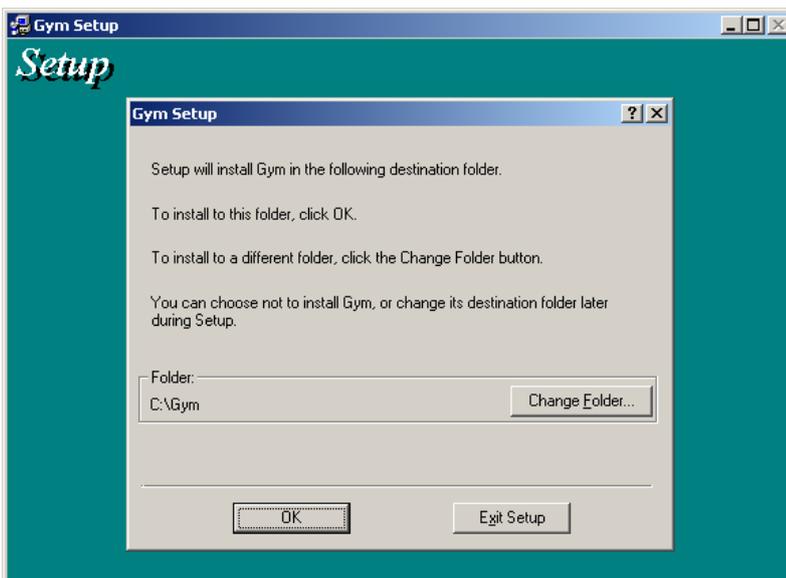
If you agree the folder "C:\gym" press OK else change the intallation path through "Change Folder" button. If you change this path you have to instruct the program, once installed, of the new database path coming presetted to the C:\gym suggested folder.

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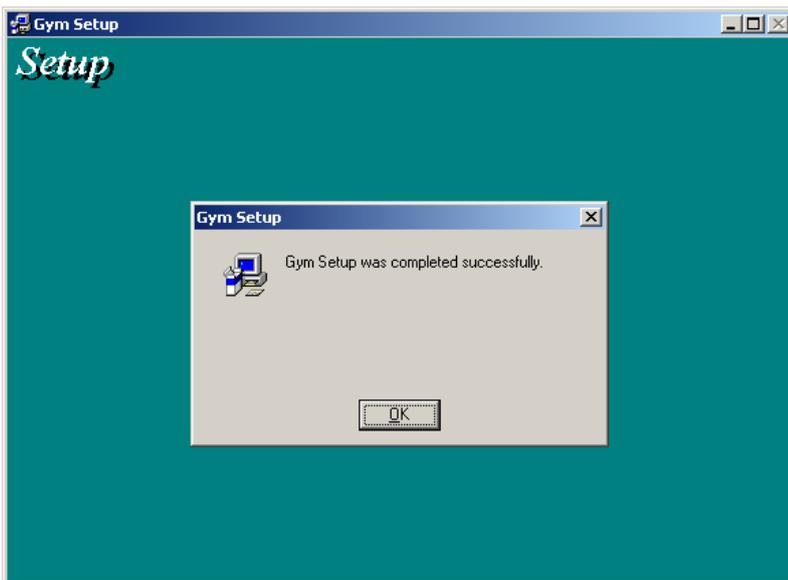
Press now ok, the installation is completed. If you have chosen a path different from c:\gym you have to run the program and press immediately the button Data Exchange to setup correctly the data path (see in the summary the title Path data source, import/export, temp data db).

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 electric lock of the door. The hole should be practiced with great care to not spoil any 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:
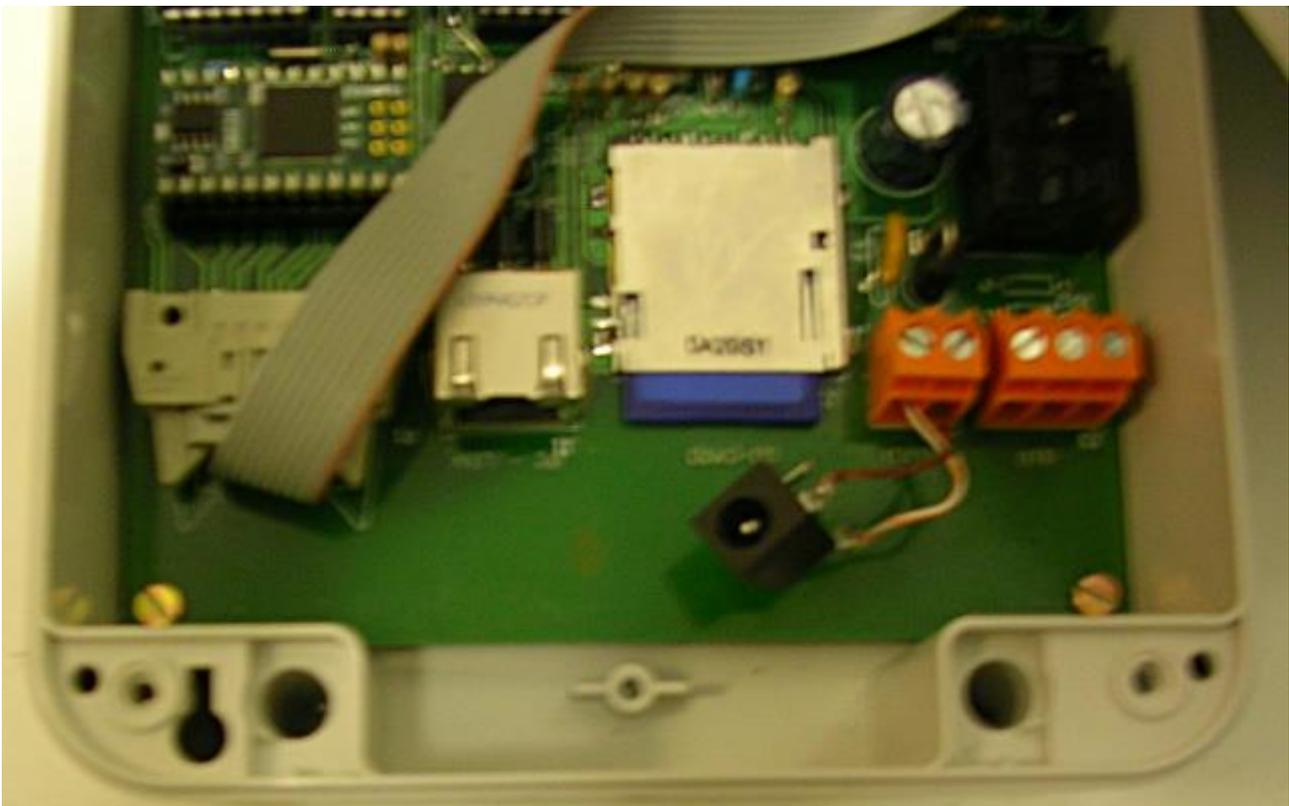
The second pin is the two-way power, instead the third plug is a three-way to use to connect to the electric lock: the central wire is the common, the outermost is the "normally closed" (always on except for the impulse given where there is passage of a card), the more internal wire is the "normally 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)

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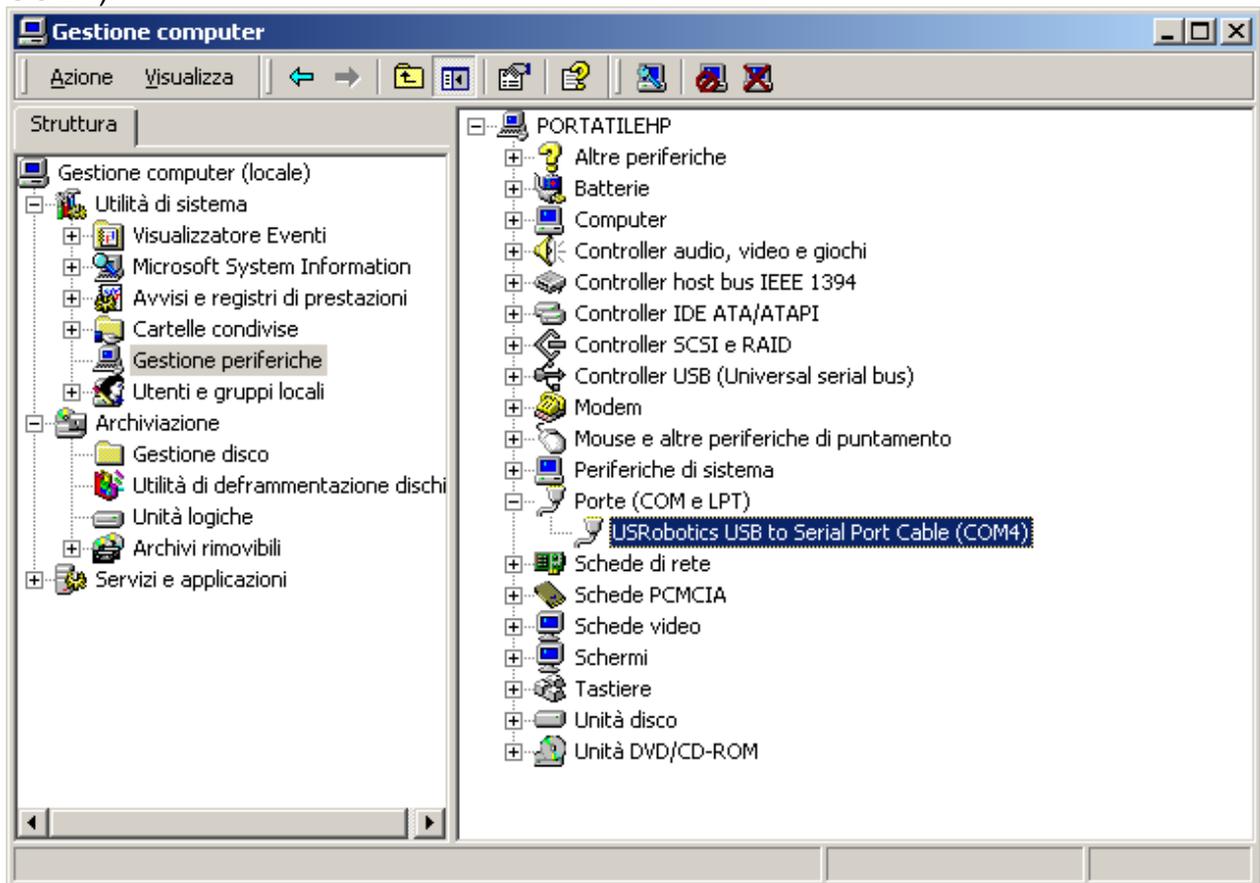
To know exactly the port to use is foundamental because you have to set it in the Data Exchange form (see the summary at the title Exchange data with devices).

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, semi-annual, 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:
- 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

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→←) 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
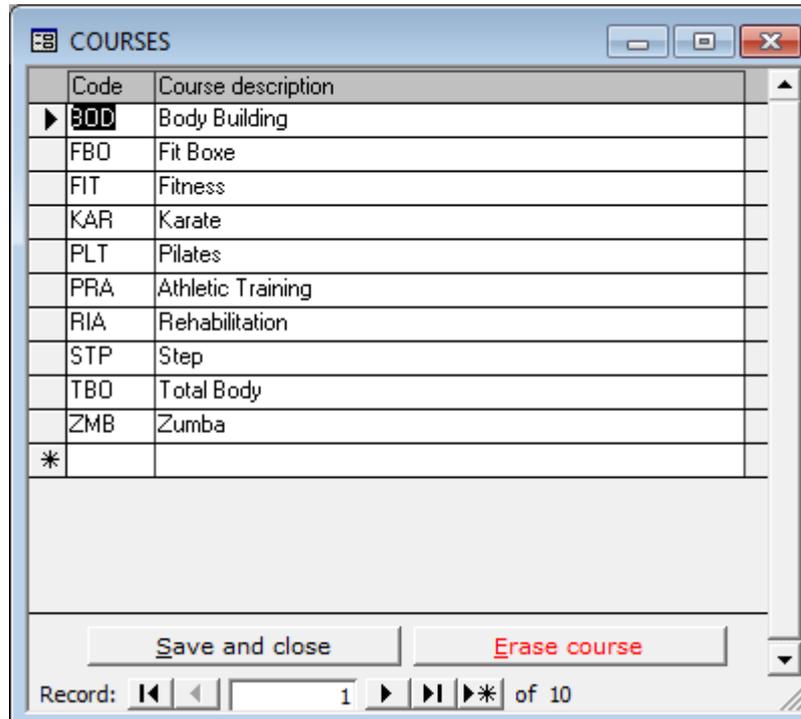
For courses we mean the activities that are performed in the gym. How you can see in the image the courses are identified by an unique three-letter abbreviation code (usually only the consonants of the course name); each three-letter abbreviation is one and only one course. The courses will then be used 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→←) 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.

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→←) 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
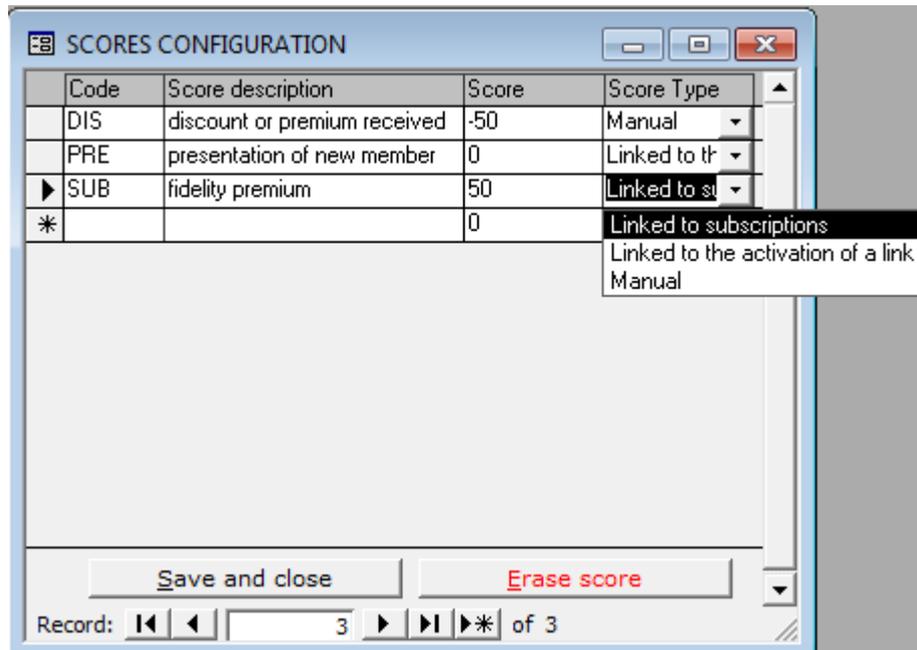
For scores we mean score of a customer. A little as in the well-known eBay is possible to give a score to each individual customer, to attribute his points whenever subscribes long subscriptions, points every time brings new customers into your club, points if he is a customer who buys many energy products, 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→←) 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.

Jobs

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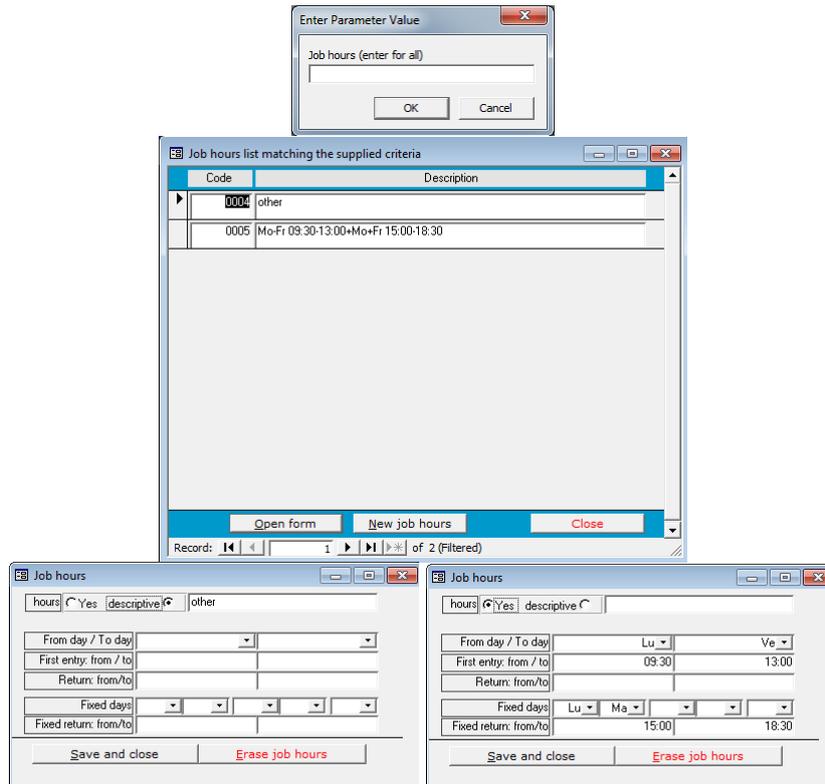
Jobs timetable are fundamental in order to provide prints useful in lowering peak of usage of your gym, reposition that is the customers who have freedom of time in times when the gym is less crowded. As you can see in the image Jobs timetable have an automatic progressive code cannot be changed.

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-Lunedì to Friday-Venerdì 09:30-13 plus two fixed returns on Mondays-Lunedì 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.

Electronic devices configuration
Devices
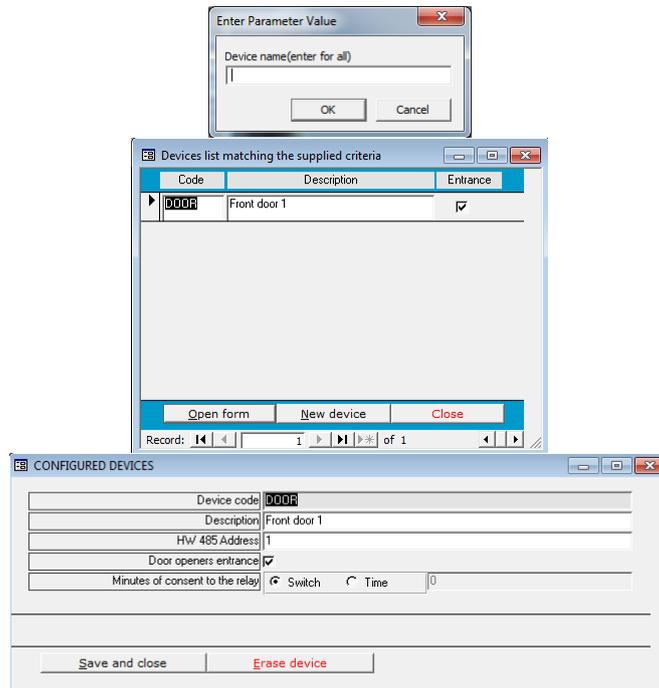
The devices are the list of electronic regulators that you bought, if they are much more than one and in network between them you must give a number to each of them and census here. In the example in the figure we assume that there is only one device directly linked to your pc, and this device is configured 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
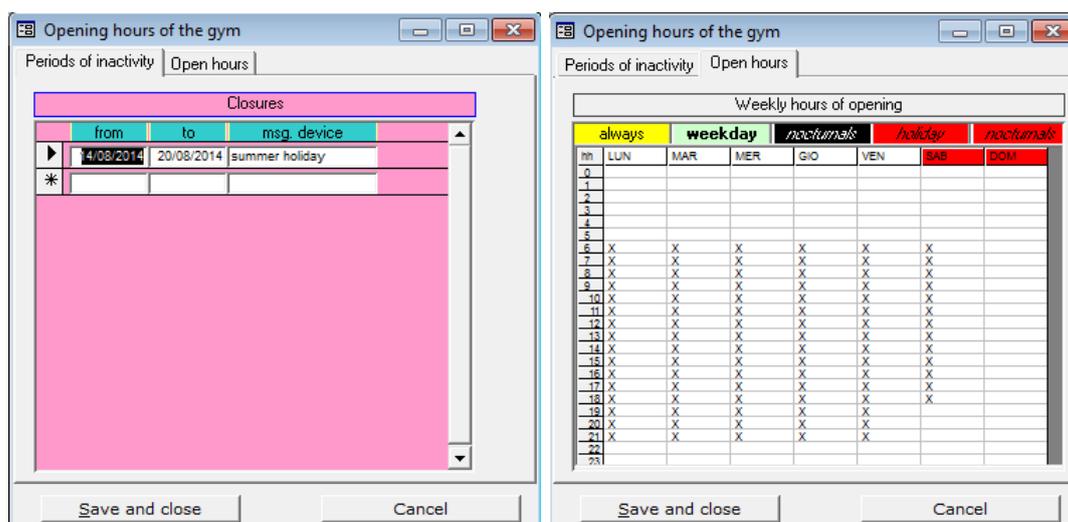
When you click in the main menu on the button Opening hours the form in the pictures will open, its done from two pages: page 1 Periods of inactivity, page 2 Open hours.

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→←) 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
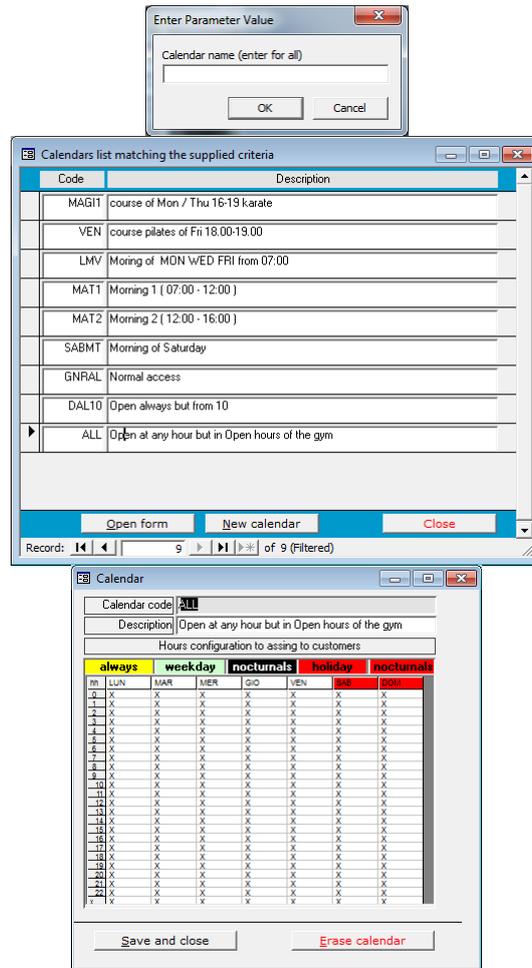
The calendars are directly used by the card and the electronic device. When we are going to configure the card will provide the codes of the calendar that we have defined here. The calendar is then transferred to the electronic device, a change made through these forms at a time will be reflected immediately 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.

Tokens
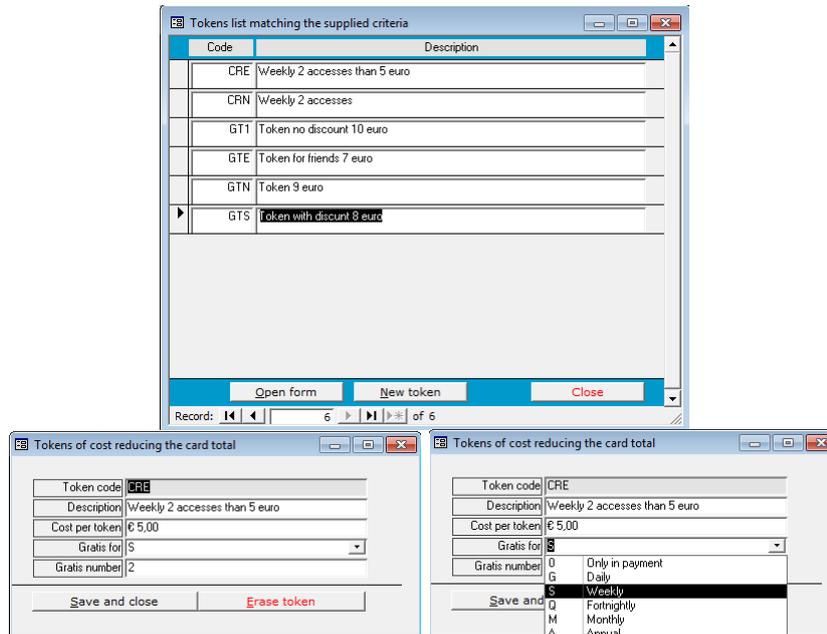
The cards can be both prepaid and hybrid. When prepaid the tokens are like the cost list; are stored once in the electronic device and a single variation of cost will change all the cards using it. When hybrid, maybe very useful in those cases when the customer has access for a course and have further 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
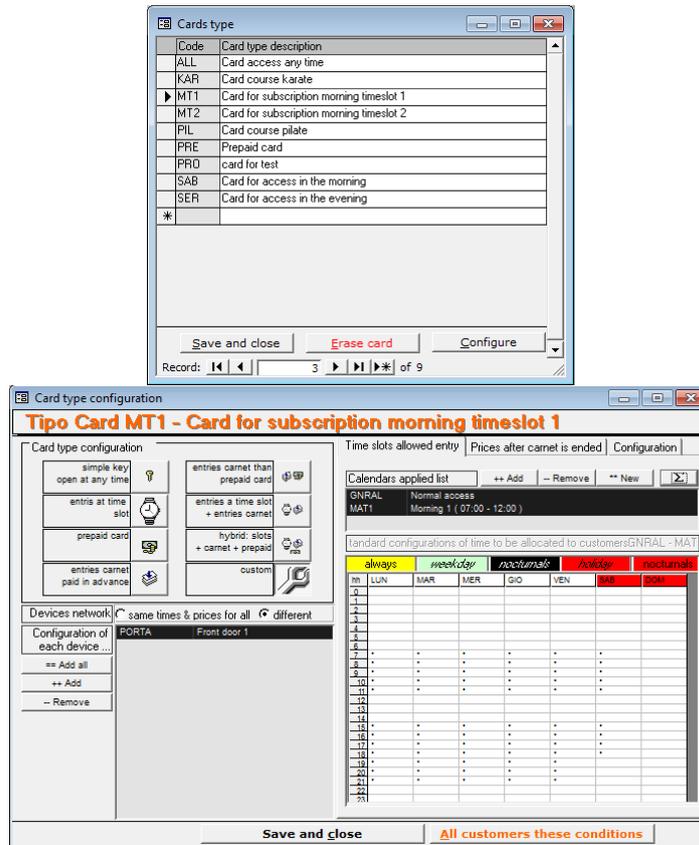
The cards can be both prepaid and hybrid, or simply a key that always open. When prepaid the tokens are like the cost list; are stored once in the electronic device and a single variation of cost will change all the cards using it. When hybrid, maybe very useful in those cases when the customer has access 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→←) 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

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

Prints management dashboard
For management

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".

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:

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.

- 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
- 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 value of splitted subscription from 01/gen/2012 to 30/giu/201

Customers type: customer / All 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):

Analysis of monthly value of splitted subscription from 01/gen/2012 to 31/dic/2012

Customers type: customer / All courses · *31-mar-14*

Customer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
209) Nproz.: Iummmello - Simone	33	33	33	33	49	49	49		49	49	49	49	473
Actual payment of the amount	130	0	0	0	49	49	49		49	49	49	49	473
210) Nproz.: Valentino - Francesca											49		49
Actual payment of the amount											49		49
211) Nproz.: Valleran - Lisa										40			40
Actual payment of the amount										40			40
212) Nproz.: Vallm - Alessio	26	49	49	49	49								222
Actual payment of the amount	26	49	49	49	49								222
213) Nproz.: Valom - Luca				30	55	25							109
Actual payment of the amount				60	49	0							100
214) Nproz.: Vanni - Carlotta										25	25		49
Actual payment of the amount										49	0		49
215) Nproz.: Vannini - Valentina										49			49
Actual payment of the amount										49			49
216) Nproz.: Vargiu - Francesco			49	49									98
Actual payment of the amount			49	49									98
217) Nproz.: Vaselli - Stefano	39		39		39					39	39		195
Actual payment of the amount	39		39		39					39	39		195
218) Nproz.: Vendami - Luca	43	43	43	43	43	43	43	43	0	0	0	0	340
Actual payment of the amount	340	0	0	0	0	0	0	0	0	0	0	0	340
219) Nproz.: Villano - Armando											25	25	49
Actual payment of the amount											49	0	49
220) Nproz.: Vinci - Maurizio											49		49
Actual payment of the amount											49		49
221) Nproz.: Watherchnik - Alberto		41	41	41									123
Actual payment of the amount		123	0	0									123
222) Nproz.: Zeppi - Sonia	35	35	35	35	35	35	45		21				276
Actual payment of the amount	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	2.593	30.898
Total actual payment of the amount	4.625	3.078	3.446	2.969	1.571	914	575	0	2.760	4.143	3.173	2.303	29.577
	-32,09%	10,52%	7,15%	11,60%	42,12%	50,37%	52,06%	100,00%	-75,45%	-21,65%	-0,20%	11,19%	4,27%

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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:

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.

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:

Analysis of receipts from 01/gen/2012 to 31/dic/2012   *31-mar-14*

Customers type:customer / All courses

	Course	amount	montly	% on total	average price
1	--assente--	€ 1.052,00	€ 935,96	3,56%	€ 34,67
2	BOD	€ 4.760,00	€ 5.015,39	16,09%	€ 38,00
3	FBO	€ 2.862,50	€ 3.183,50	9,68%	€ 42,17
4	FIT	€ 15.956,00	€ 16.736,11	53,95%	€ 33,98
5	KAR	€ 0,00	€ 0,00	0,00%	€ 0,00
6	PLT	€ 1.334,00	€ 1.180,50	4,51%	€ 45,40
7	PRA	€ 304,00	€ 304,00	1,03%	€ 38,00
8	RIA	€ 366,00	€ 602,58	1,24%	€ 33,48
9	STP	€ 1.849,00	€ 2.054,00	6,25%	€ 40,27
10	ZMB	€ 1.093,50	€ 885,83	3,70%	€ 43,21

Cash total	€ 27.704,00		
By bank total	€ 1.873,00		
General total	€ 29.577,00	€ 30.897,88	€ 36,20
Total to be collected	€ 0,00		

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:

Analysis of lost customers in dicembre-12 active from 01/11/2012   31-mar-14
Customers type:customer / All courses

	Customer	amount	montly	% on total	average price
1	Antichi - Lavinia	€ 49,00	€ 49,00	7,50%	€ 49,00
2	Baragatti - Chiara	€ 49,00	€ 49,00	7,50%	€ 49,00
3	Bertato - Andrea	€ 0,00	€ 24,50	0,00%	€ 24,50
4	Bondi - Benedetto	€ 49,00	€ 49,00	7,50%	€ 49,00
5	Borghi - Giulia	€ 49,00	€ 49,00	7,50%	€ 49,00
6	Borgogni - Maurizio	€ 45,00	€ 45,00	6,89%	€ 45,00
7	Carpini - Claudia	€ 0,00	€ 24,00	0,00%	€ 24,00
8	Faso - Mariangela	€ 49,00	€ 49,00	7,50%	€ 49,00
9	Ferrieri - Nicola	€ 0,00	€ 24,50	0,00%	€ 24,50
10	Giglioli - Ginevra	€ 49,00	€ 49,00	7,50%	€ 49,00
11	Kalinin - Vitali	€ 49,00	€ 49,00	7,50%	€ 49,00
12	Muratore - Valentina	€ 49,00	€ 49,00	7,50%	€ 49,00
13	Pacini - Marco	€ 0,00	€ 41,00	0,00%	€ 41,00
14	Rabazzi - Diego	€ 30,00	€ 30,00	4,59%	€ 30,00
15	Rosi - Chiara	€ 49,00	€ 49,00	7,50%	€ 49,00
16	Sonno - Lucrezia			0,00%	€ 24,50
17	Valentino - Francesca			7,50%	€ 49,00
18	Vanni - Carlotta			0,00%	€ 24,50
19	Vaselli - Stefano	€ 39,00	€ 39,00	5,97%	€ 39,00
20	Villano - Armando	€ 0,00	€ 24,50	0,00%	€ 24,50
21	Vinci - Maurizio	€ 49,00	€ 49,00	7,50%	€ 49,00

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Cash total	€ 653,00			
By bank total	€ 0,00			
General total	€ 653,00	€ 840,50		€ 40,02
Total to be collected	€ 0,00			

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 re-signed no subscription).

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:
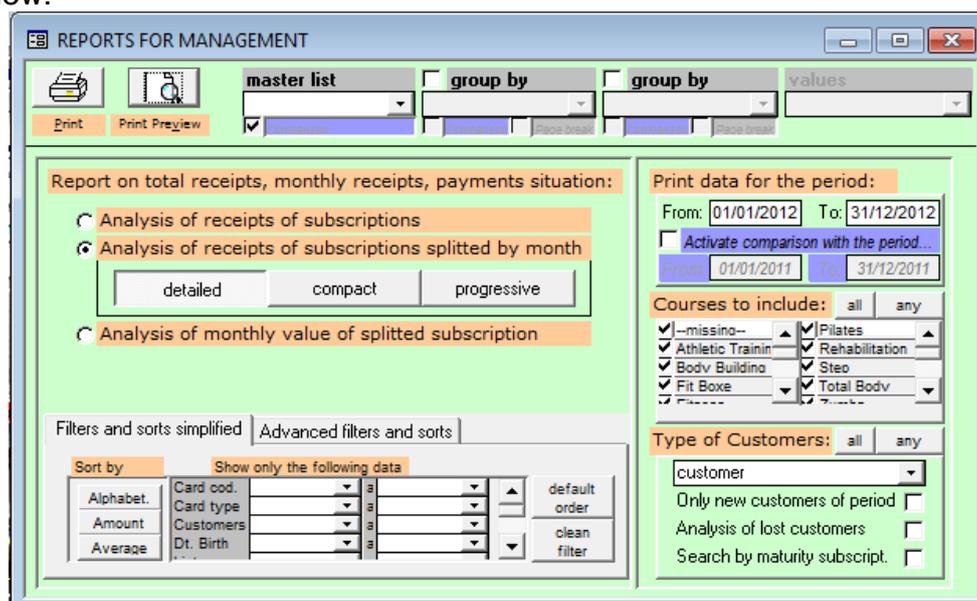
Analysis by month of receipts from 01/gen/2012 to 31/dic/2012

Customers type: customer / All courses   *31-mar-14*

		Jan	Feb	Mar	Apr	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
General total amount		4.625	3.078	3.446	2.969	1.571	914	575	0	2.780	4.143	3.173	2.303	29.577
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
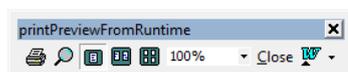
The print that you get to by pressing PRINT PREVIEW video is the one shown above, if you are interested go to the print on paper, simply click on the icon depicting a printer, otherwise beating ESC or the Close button will return to form REPORTS FOR MANAGEMENT without having wasted even a sheet of paper.

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.

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:

Distribuzione per mese from 01/gen/2012 to 31/dic/2012 — Shown value: Subscription amount

Customers type:customer / All courses — 31-mar-14

Customer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
202) Tumminello - Simone	130	0	0	0	49	49	49		49	49	49	49	473
210) Valentino - Francesca											49		49
211) Vallerani - Lisa										40			40
212) Vallini - Alessio	26	49	49	49	49								222
213) Valori - Luca				60	49	0							109
214) Vanni - Carlotta										49	0		49
215) Vannini - Valentina										49			49
216) Vargiu - Francesco			49	49									98
217) Vaselli - Stefano	39		39		39					39	39		195
218) Vendrami - Luca	340	0	0	0	0	0	0	0	0	0	0	0	340
219) Villano - Armando										49	0		49
220) Vinci - Maurizio											49		49
221) Wetherdrink - Alberto		123	0	0									123
222) Zeppi - 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

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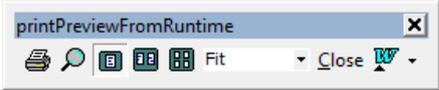
To get the example shown here, since the compact printing shows a single line, you must fill the field "values":

43
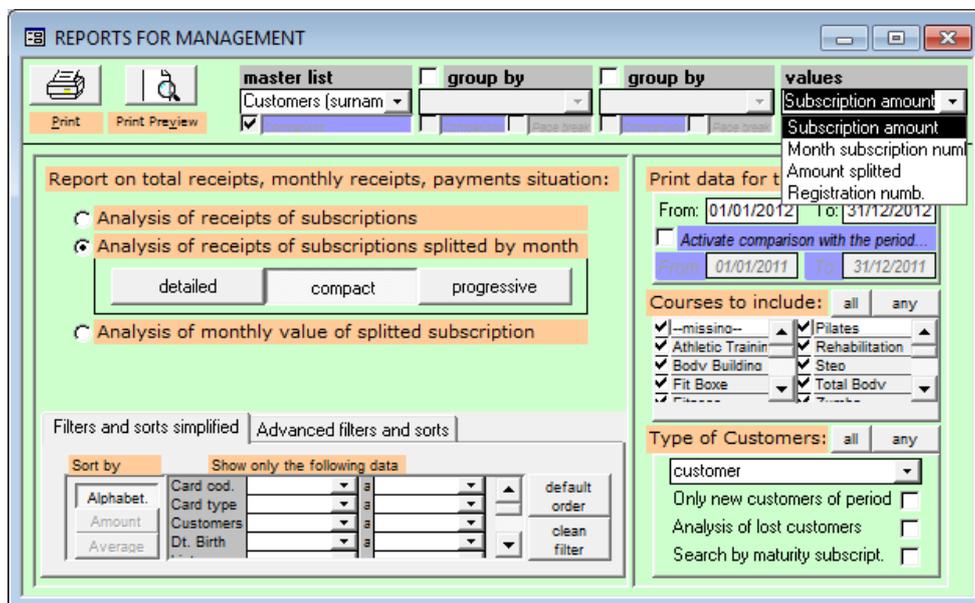
The progressive press is similar to the detailed printout but provides progressive totals (January, January + February + January + February March etc. ..):

Analysis progressive receipts in the months from 01/gen/2012 to 31/dic/2012

Customers type:customer / All courses

31-mar-14

		Jan	Feb	Mar	Apr	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
	amt.progr.	4.625	7.703	11.149	14.118	15.689	16.603	17.178	17.178	19.958	24.101	27.274	29.577	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
	m.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
	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	34,65
	avg.progr.	36,47	40,97	38,71	37,46	34,71	32,94	31,81	31,12	33,29	34,86	35,03	34,65	34,65
Tot. amount		4.625	3.078	3.446	2.969	1.571							2.303	29.577
		100.00%	100.00%	100.00%	100.00%	100.00%							100.00%	100.00%
Tot.progr.amount		4.625	7.703	11.149	16.889								29.577	29.577
		100,00%	100,00%	100.00%	100,00%	100.00%							100,00%	100,00%
Tot.montly		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%
Tot.progr.montly		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
		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%
Tot.avg.		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.avg.		38,47	38,92	38,99	37,17	37,00	38,84	38,81	38,66	38,26	38,36	38,38	38,20	38,20
Tot. general amount		4.625	3.078	3.446	2.969	1.571	914	575	0	2.780	4.143	3.173	2.303	29.577
Tot. progr. amount		4.625	7.703	11.149	14.118	15.889	16.603	17.178	17.178	19.958	24.101	27.274	29.577	29.577
Tot. 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
Tot. 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

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

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.

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.

Marzo 2012 subscribed to Fit Boxe

Members type :customer

Registr.	Name	Validity	Other courses	Cert.	Expiry	Annuity	Course
260	Belardi Alice	1/3/12-31/3/12	fbo	X	13/02/13	pay	ok
205	Buscalferri Silvia	1/3/12-30/6/12	fbo	*		ok	ok
261	Cicchetti Micol	1/3/12-31/3/12	fbo	*		ok	ok
127	Costa Maria valentina	1/1/12-30/4/12	fbo	*		ok	ok
106	Crivellari Irene	1/1/12-31/3/12	fbo	X	27/02/13	ok	ok
165	D'alò Angela	1/3/12-30/4/12	fbo	X	06/03/13	ok	pay
131	Lanza Letizia	1/3/12-31/3/12	fbo	*		ok	ok
88	Massini Claudia	15/3/12-31/3/12	fbo	X	27/02/13	ok	ok
297	Meiattini Sandra	1/3/12-31/3/12	fbo	X	28/02/13	ok	ok
210	Perugini Giulia	1/1/12-31/3/12	fbo	*		ok	ok
149	Pisani Stefania	6/10/11-31/5/12	fbo	X	02/02/13	ok	ok

Total members	11
male	2
female	9

LEGEND
? certificate absent
X cerificate present
* certificate not required

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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:

Marzo 2012 subscribed to All the courses

Members type : customer

Registr.	Name	Validity	Other courses	Cert.	Expiry	Annuity	Course
165	D'alò Angela	1/3/12-30/4/12	fbo	X	06/03/13	ok	pay

Total members	1
male	0
female	1

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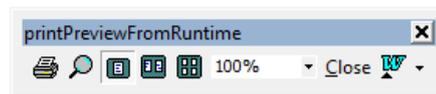
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These two reports do not have parameters, are activated by simply pressing the "Print Preview" or "Print" buttons. Through the first printing can be checked and keep in mind the people who have been brought from other members. See example:

Form links, members have presented other customers

Name	List of persons he has presented	
BONDI BENEDETTO		
	Crapansano Salvatore Giuseppe	
	Lo Iacono Ruggero	
	Vargiu Francesco	
	Vinci Maurizio	
	Total members	4
CARUSOTTO ANGELO		
	Bruno Erika	
	Pellegrini Alessia	
	Total members	2
CRAPANSANO SALVATORE GIUSEPPE		
	Cortese Maria Grazia	
	Donatelli Davide	
	Meconcelli Guido	
	Perelli Francesco	
	Total members	4
CROCIANI MATTIA		
	Pagliai Luca	
	Total members	1
DE CATALDO NADIA		
	Ferri Antonio	
	Total members	1
PELLERITI GIUSEPPE		
	Basla Livia	

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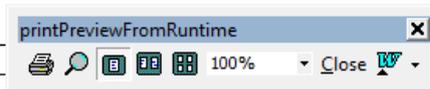
The second printing instead allows you to keep track of the score that each of your customers has won:

Detailed form of members scores

Name	Description of assigned score	Code	Date	Score
AIELLO ORIANA				
	presentazione nuovo iscritto Ferri Antonio	COL	07/09/2013	50
			Final score	50
BONDI BENEDETTO				
	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	0
CRAPANSANO 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 MATTIA				
	presentazione nuovo iscritto Pagliai Luca	COL	01/06/2011	50
			Final score	50
DE CATALDO NADIA				
	pres…	COL	07/09/2013	50

printPreviewFromRuntime

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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 situations of payments to the courses, if you press "Only missing payments" and "Courses include" "All" you get the report just missed 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

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   *01-apr-14*

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

total number of uses

	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	TOT
LUN								3		4	4	3		5	4	13	8	5	14	8	6				81
MAR								2					2	3	4	5	5	4	3	2					30
MER								1	2	2	3	3	2	3	7	5	8	8	9	7	3				63
GIO								6		4	3	3	1	8	4	3	6	4	3	2					47
VEN								3	2	2	4	1	1	3	9	14	5	9	6	3	1				63
SAB								3		2	2	1		2	3	7	1	3							24
TOT								18	4	10	17	12	11	17	35	48	30	35	36	23	12				308
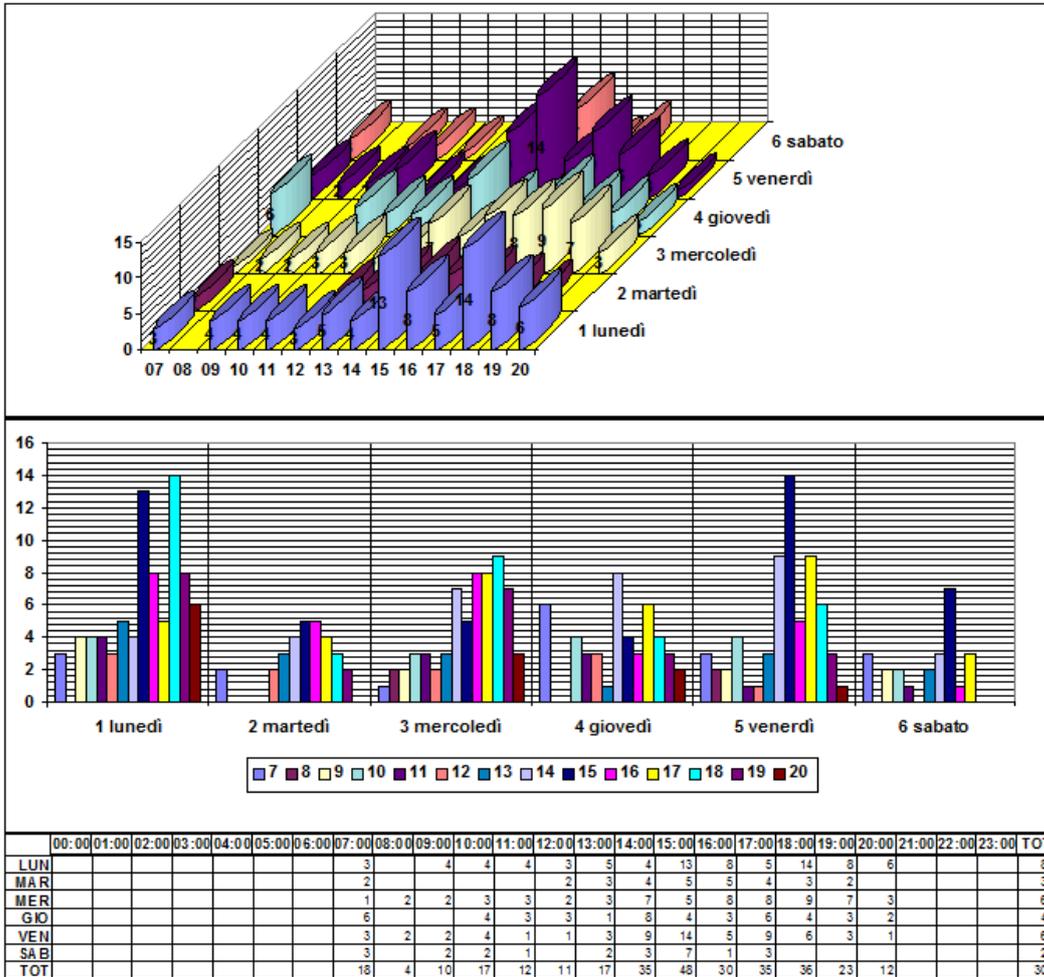
General total   308

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.

Card uses passed but warned from 01/giu/2013 to 30/giu/2013   *01-apr-14*

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

	Customer	date time	card	device	event	number	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		
		General total				2		

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:

Card uses regularly passed from 01/giu/2013 to 30/giu/2013   *01-apr-14*

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

	Customer	date time	card	device	event	number	price	gratis
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 - .. -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.

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";

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

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), 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;
- 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.

- 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.

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

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.

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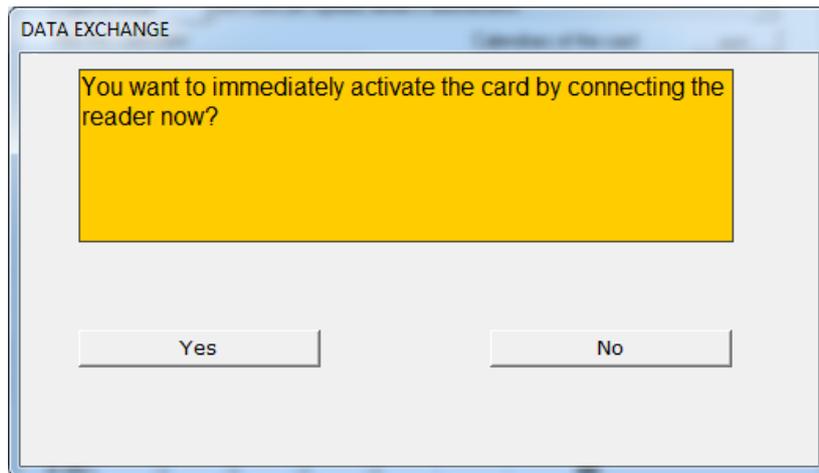
If the cable is properly connected you will see a progress bar for a few seconds during which the card will be activated. If you do not want to immediately activate the card you can do after in massive update procedure; the one with the icon of an antenna.

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.

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.

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

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.

PHOTO

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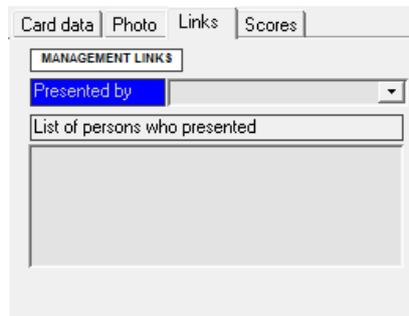
Under links you can get a quick summary of the people that have been introduced by the customer, if the customer has not introduced anyone but was presented by others, you can mark it with a double click on "Presented by" that triggers the form of "Search customers" better described later.

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

Search
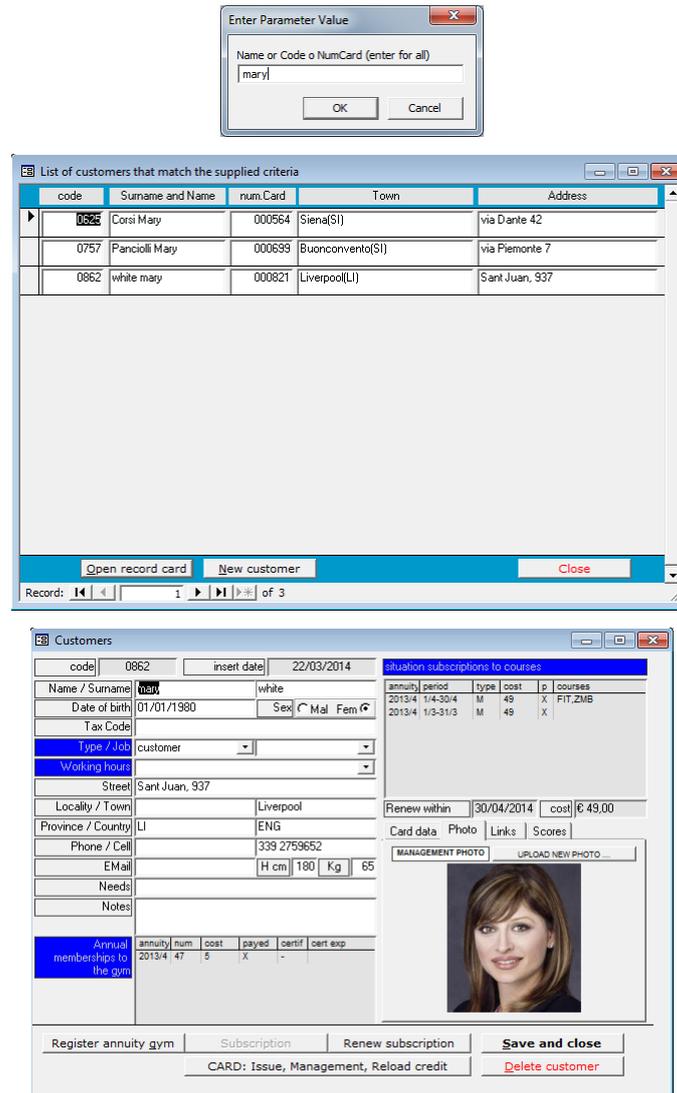
Clicking on the main menu "Search" button appears the first window at the top in the pictures: "Enter Parameter Value" with the phrase: "Name or Code or NumCard (enter for all)". As suggested by the question you can type the first or last name or the complete name "Mary", "White Mary", "mar", "whit" 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:
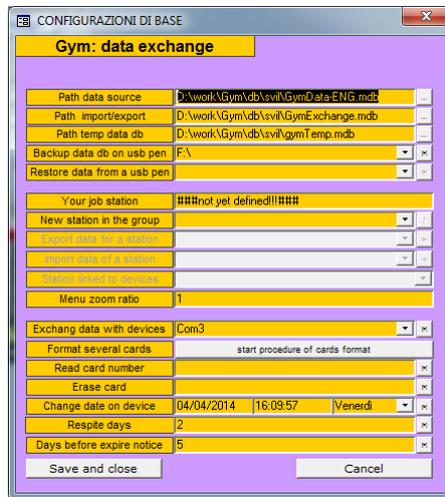
Path data source, import/export, temp data db

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.

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.