

User guide

Portales Sports Center

Contents

!!!!IMPORTANT!!!!	2
Introduction - Main Menu	3
Membership Management	4
Employee Management	8
Sales Management	10
Equipment Management	14
Facilities Management	18
Scheduling Management	22
Coach Management	26

!!!!IMPORTANT!!!!

Please refer to the readme file included to understand how to compile and run the program, this document serves the purpose of a user guide beyond those two important steps. Below is the beginning of the user guide.

Introduction - Main Menu

Upon opening the program, you will be presented with the following main menu.



From here you can choose a variety of management systems simply by clicking on the desired portion of the program. After doing this, a new window will pop up according to what was chosen. To exit this program, you will simply need to close this main window; ending the operation of the system until it is opened again.

NOTE:

When choosing an option, you may need to resize the window for certain functions. This can be done by clicking and holding on the bottom right corner of a window, dragging it to the desired dimensions.

Membership Management

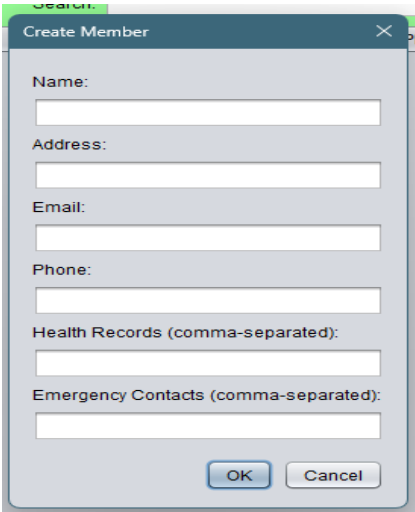
(REFER TO THIS SECTION FOR GENERAL LAYOUT INFORMATION THAT IS CONSISTENT THROUGHOUT THE PROGRAM)

Upon opening this portion of the system, you will be met with the following kiosk window. At the center is a table of information that will update as the program is used. Above, the table may be searched for specific information. Below are the buttons in which this guide will go over in detail.

The screenshot shows a kiosk window titled "Membership System". The window has a light blue header bar with standard window controls (minimize, maximize, close) on the right. Below the header, there is a search bar with the label "Search:" and a "Search" button. To the left of the search bar are two buttons: "Save" and "Load". The main area of the window is a large table with a light blue background. The table has eight columns: "ID", "Name", "Address", "Email", "Phone", "Health Rec...", "Emergency...", and "Expiry Date". The table is currently empty. At the bottom of the window, there is a row of four buttons: "Create Member", "Access Member Info", "Renew Membership", and "Delete Member".

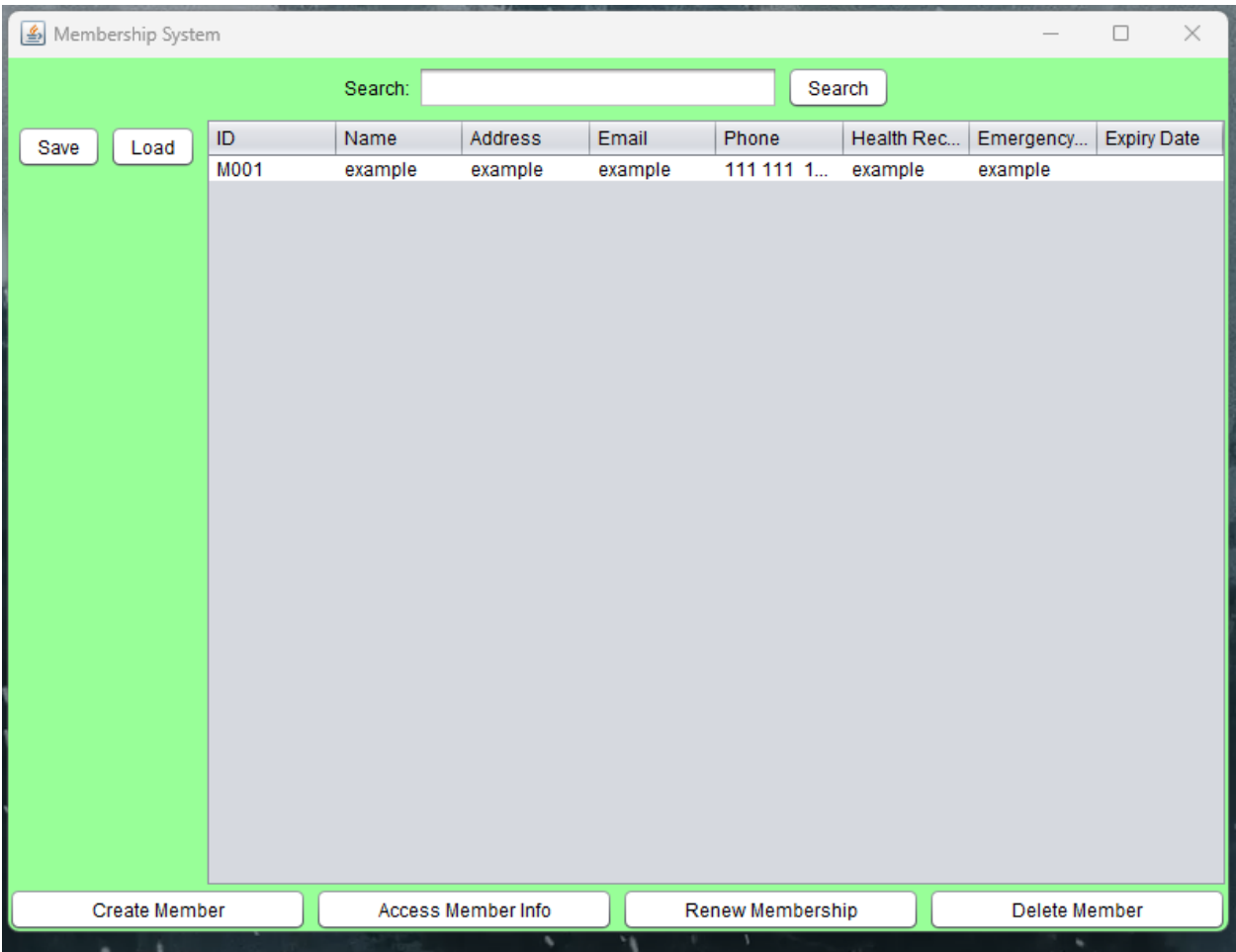
ID	Name	Address	Email	Phone	Health Rec...	Emergency...	Expiry Date
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From there, you can perform a series of tasks that pertain to managing the current members of the club, including adding new ones. Pictured below are the various tasks that can be done.



A dialog box titled "Create Member" with a close button (X) in the top right corner. It contains several text input fields for member information: Name, Address, Email, Phone, Health Records (comma-separated), and Emergency Contacts (comma-separated). At the bottom are "OK" and "Cancel" buttons.

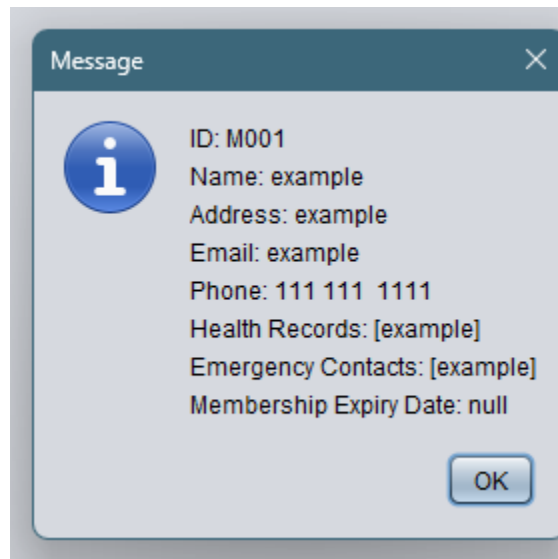
Creating a new member



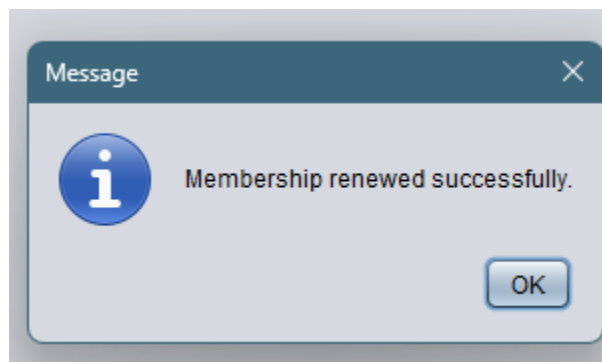
The main window of the "Membership System" features a search bar at the top with a "Search" button. Below it are "Save" and "Load" buttons. A table displays member data with columns for ID, Name, Address, Email, Phone, Health Rec..., Emergency..., and Expiry Date. The first row shows an example member with ID "M001". At the bottom, four buttons are available: "Create Member", "Access Member Info", "Renew Membership", and "Delete Member".

ID	Name	Address	Email	Phone	Health Rec...	Emergency...	Expiry Date
M001	example	example	example	111 111 1...	example	example	

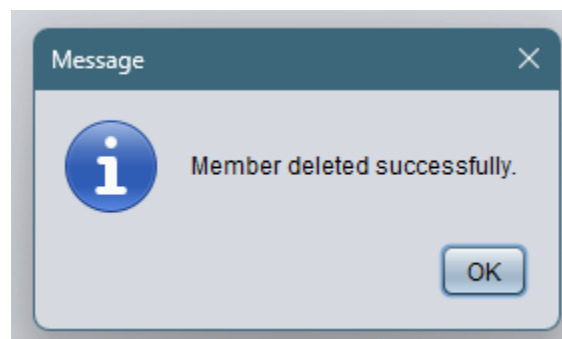
Upon doing this task, it will update the table with the information inputted. The rest of the operations can be done by clicking on the desired member and then using the other buttons at the bottom.



Accessing Member Info

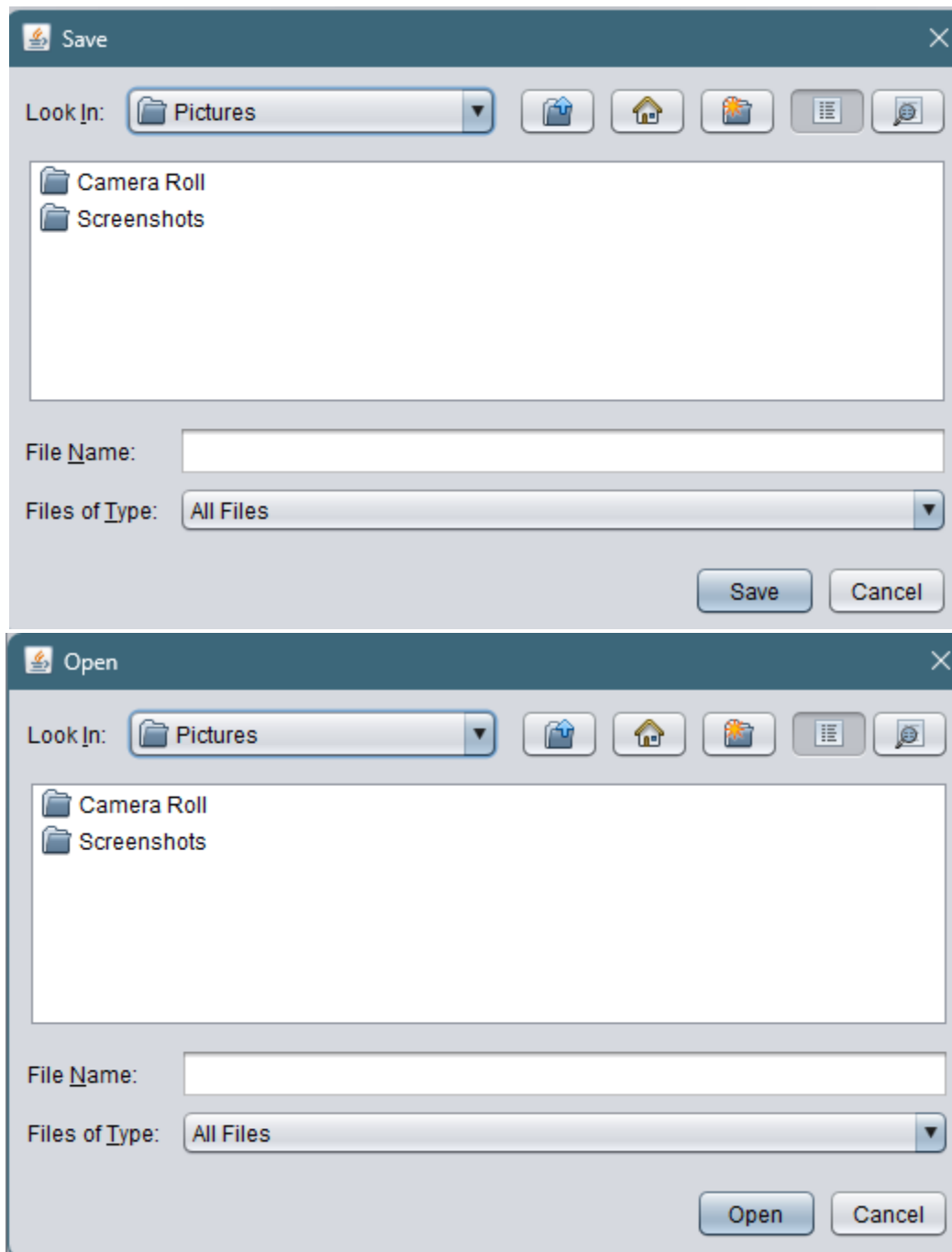


Renewing membership



Deleting member

In addition to this, you can save information using the save button. Likewise, you can load information from clicking load right next to the save button. Doing either will prompt you to choose a location to save or load from, pictured below.



Employee Management

Upon opening this function within the system, you will be met with the following tabbed interface. Starting with the employee tab, you can manage the table of information by using the buttons and text boxes that are alongside it. In addition, you can search the table by using the search bar.

The screenshot shows the 'Employee Management System' window. It has two tabs: 'Employee Management' (selected) and 'Attendance Management'. The 'Employee Management' tab contains a form with the following fields:

- Name:
- Role:
- Email:
- Phone:
- Chat:
- Productivity:
- Efficiency:
- Quality:

Below the form are five green buttons:

- Add Employee
- Edit Employee
- Delete Employee
- Save Employee Data
- Load Employee Data

At the bottom left is a search bar with the label 'Search:' and a 'Search' button.

On the right side of the tab is a table with the following columns:

ID	Name	Role	Email	Phone	Chat	Produ...	Efficie...	Quality	Total ...
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These functions work the same way as they are presented in the Member menu, in addition to an option to edit a selected employee. This can be done by clicking on the employee much like with the membership menu.

From the other tab present within the program, you can access the attendance management portion of this system. From here, you can use the employee ids present in the Employee management tab in order to record attendance and the hours worked.

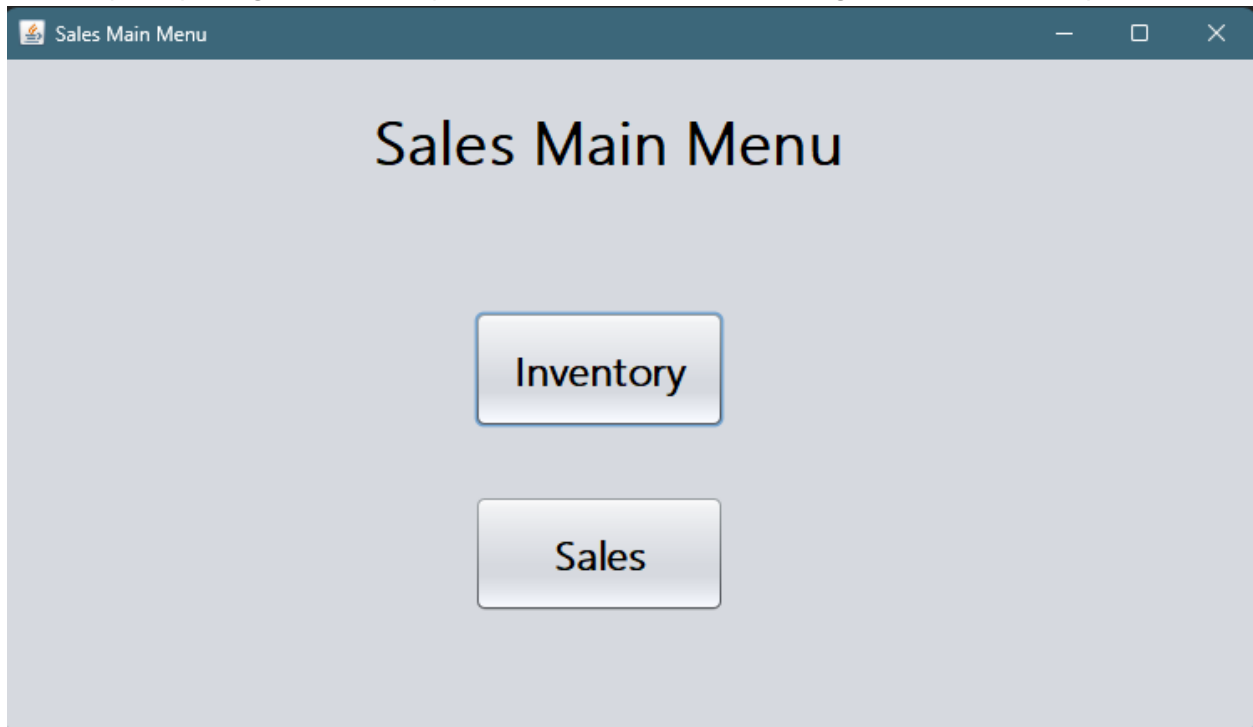
The screenshot shows a web application window titled "Employee Management System". It has two tabs: "Employee Management" and "Attendance Management", with the latter being the active tab. The interface is divided into three main sections. At the top, there is a light green header area containing three input fields: "Employee ID:" with a text box, "Date (dd-MM-yyyy):" with a date picker, and "Hours Worked:" with a text box. Below this is a large table with a light blue header and a grey body. The table has three columns: "Employee ID", "Date", and "Hours Worked". To the left of the table is a vertical sidebar with four pink buttons: "Record Attendance", "Save Attendance Data", "Load Attendance Data", and "Clear".

Employee ID	Date	Hours Worked
-------------	------	--------------

Much like the Membership Management portion, you can load and save information locally with a pop-up prompt (refer to Membership Management for graphic).

Sales Management

Upon opening this section, you will be met with the following window with two options.



We will begin with the Inventory explanation.

Inventory

New Item

Item ID

Item Name

Price

Quantity

Add

Clear

Update Item

Item Name

Price

Quantity

Item ID

Update

Search Item

Item Name

Search

Clear

Delete Item

Item ID	Item Name	Price	Quantity
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Upon clicking this option, you will be able to perform a series of tasks. Including adding and updating Items. In addition, you can search for a specific item and delete it if so desired.

Sale

Receipt

View Sales

Sale ID

Employee

Customer

Phone #

New Sale

Item ID:

Price

Name

Quantity

Add to Cart

Clear Sale

Cart

ID	Name	Price	Quantity

Loyalty Points

SubTotal

Discount

Total

Delete Item

Complete Sale

Product Log

ID	Name	Price	Quantity

Upon clicking on the other option, sales, you will be met with the following window that utilizes tabs for the various functions. The one pictured above is for conducting a sale by manually inputting all of the required information to do so.

Sale

Receipt

View Sales

Portales Sports Center

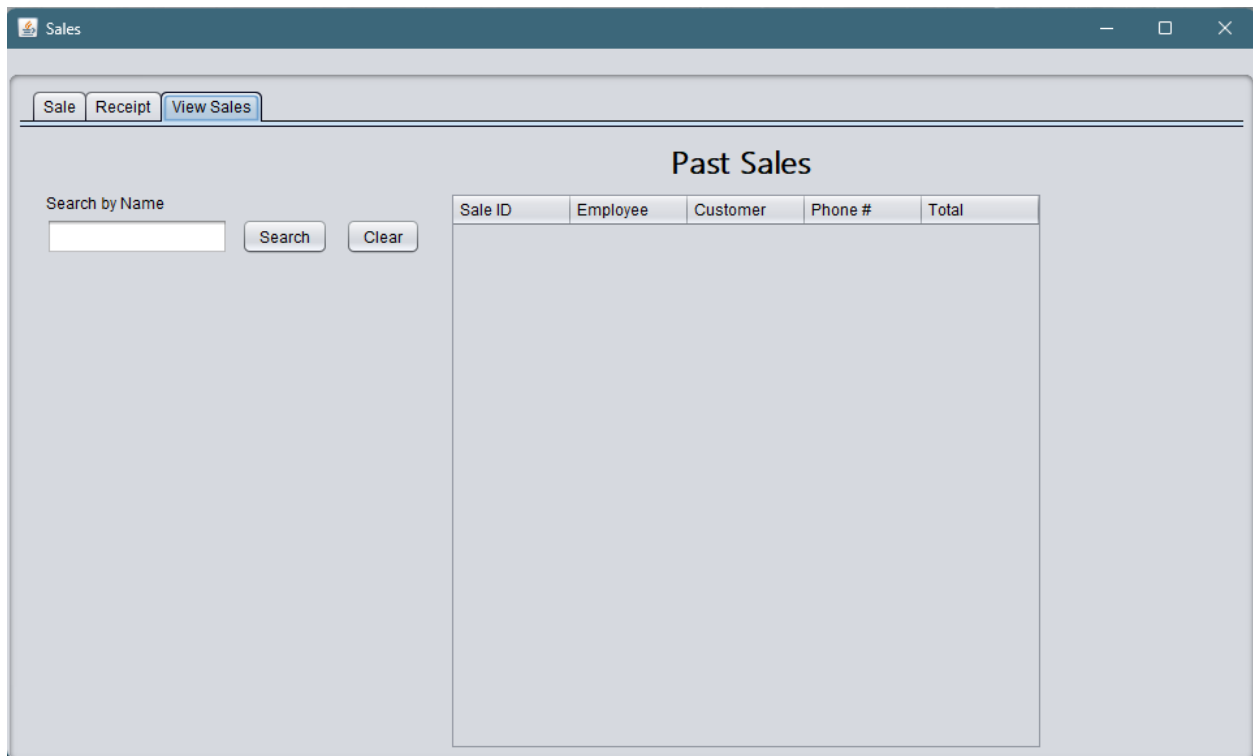
Portales, New Mexico

RECEIPT

Wed May 08 19:00:31 MST 2024

Description	Price	Qty

After doing so, you can immediately switch over to the receipt tab in order to view the most recent transaction and the important articles associated with such. To view ones before the most recent transaction you can do so by click the view sales tab as pictured below.



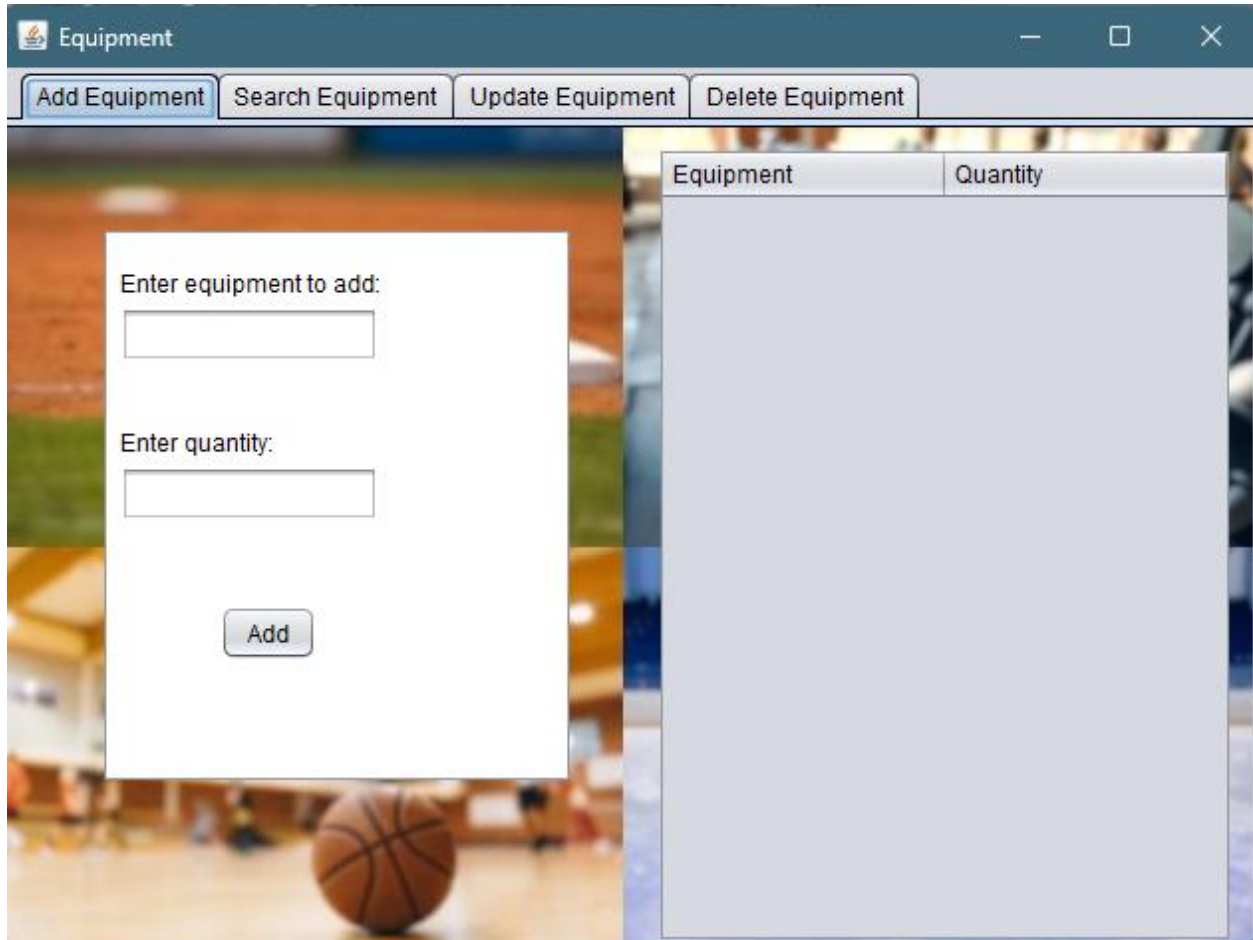
The screenshot shows a web application window titled "Sales". At the top, there are three tabs: "Sale", "Receipt", and "View Sales", with "View Sales" being the active tab. Below the tabs, the main content area is titled "Past Sales". On the left side of this area, there is a search section labeled "Search by Name" with a text input field, a "Search" button, and a "Clear" button. To the right of the search section is a large table. The table has a header row with the following columns: "Sale ID", "Employee", "Customer", "Phone #", and "Total". The table body is currently empty.

Sale ID	Employee	Customer	Phone #	Total
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For convenience, there is a search function to find the right transaction in a situation that may arise that requires it.

Equipment Management

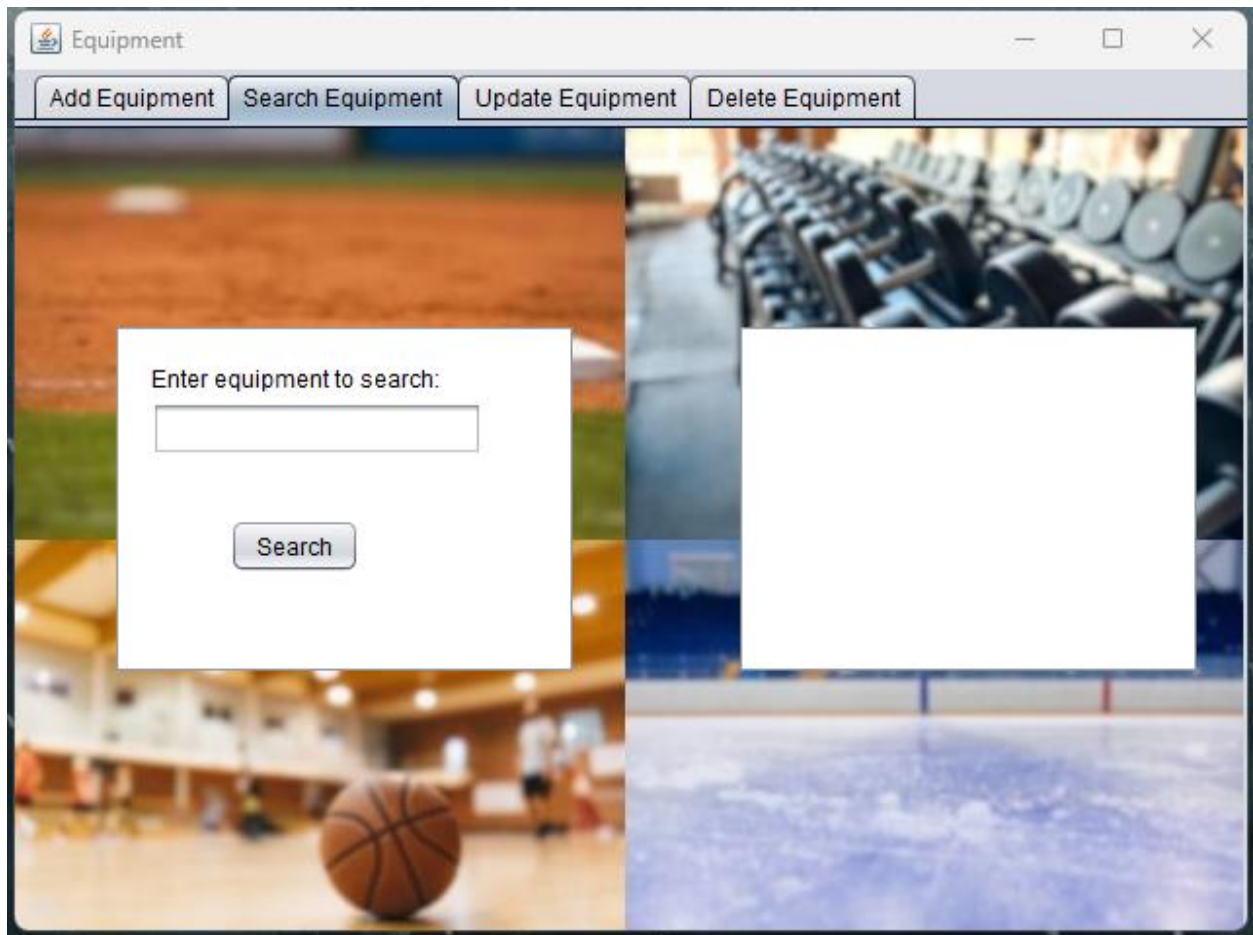
Upon clicking on this option, the following window will appear with tabs for each function. The opening tab will be on adding equipment.



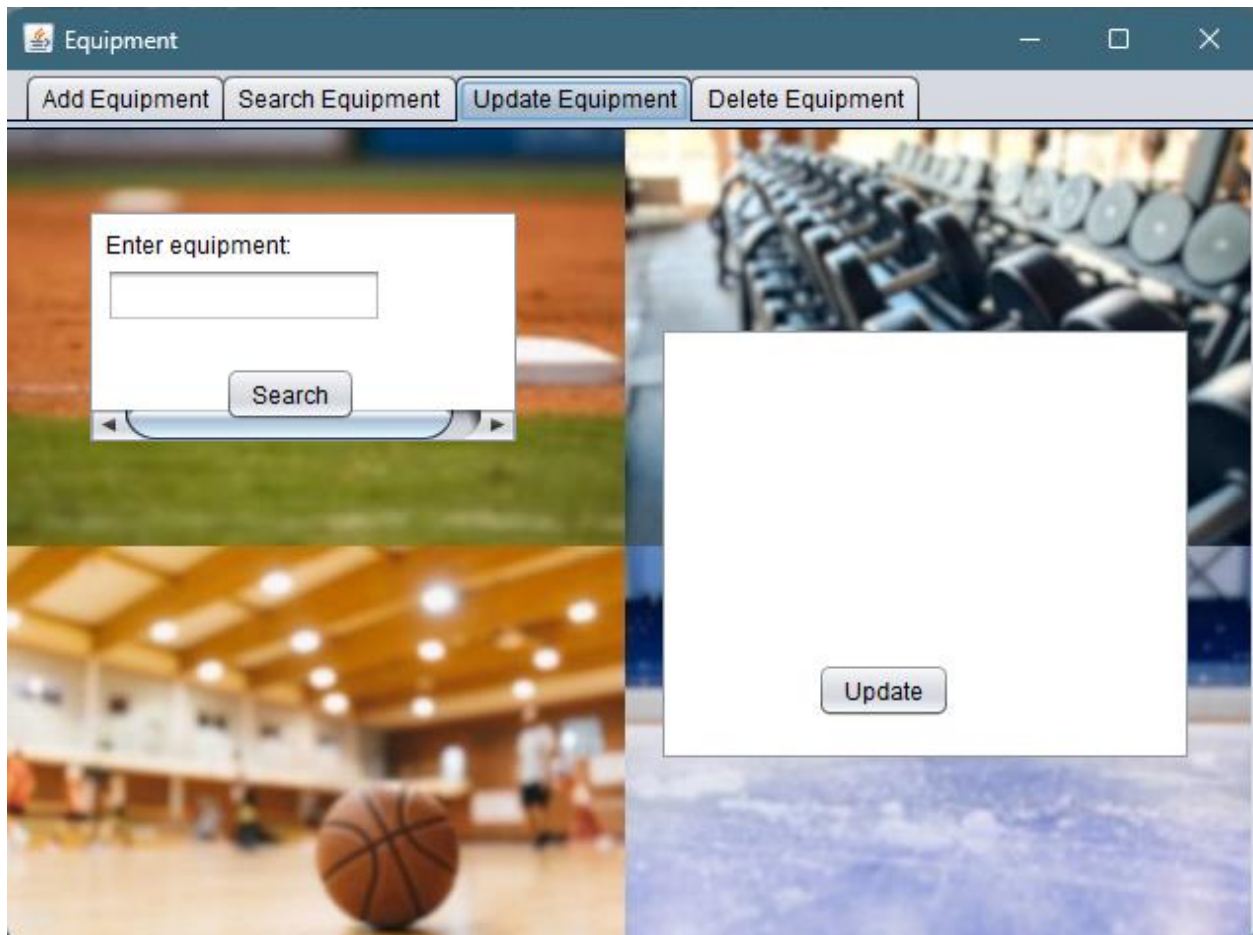
The screenshot shows a web application window titled "Equipment". It features four tabs: "Add Equipment", "Search Equipment", "Update Equipment", and "Delete Equipment". The "Add Equipment" tab is currently selected. On the left side of the main content area, there is a white form with two input fields: "Enter equipment to add:" and "Enter quantity:". Below these fields is a button labeled "Add". On the right side, there is a table with two columns: "Equipment" and "Quantity". The table is currently empty.

Equipment	Quantity
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Here you can use the various boxes and buttons to add equipment and its quantity.



The next tab shows a table of equipment much like the last one and a box to search through it.



To update equipment, access the next tab and you can do it from there, for convenience, a search box is provided here as well.

Equipment

Add Equipment

Search Equipment

Update Equipment

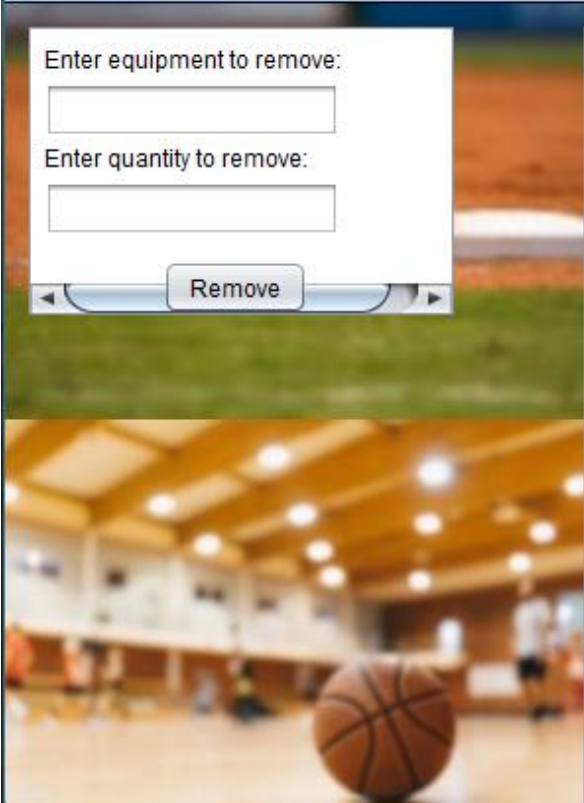
Delete Equipment

Enter equipment to remove:

Enter quantity to remove:

Remove

Equipment	Quantity
-----------	----------



Lastly, you can delete equipment on the last tab, allowing for a specific quantity to be removed from the inventory.

Facilities Management

Upon opening this, you will be met with the following window with four different options. All of which will contain the same window but specified to the chosen facility.



Using gym as an example, here is the opening screen for a facility.

Gym

Add Competition | Competition Information | Team Information

Schedule Competition

Team 1:

Team 2:

Competition Date:

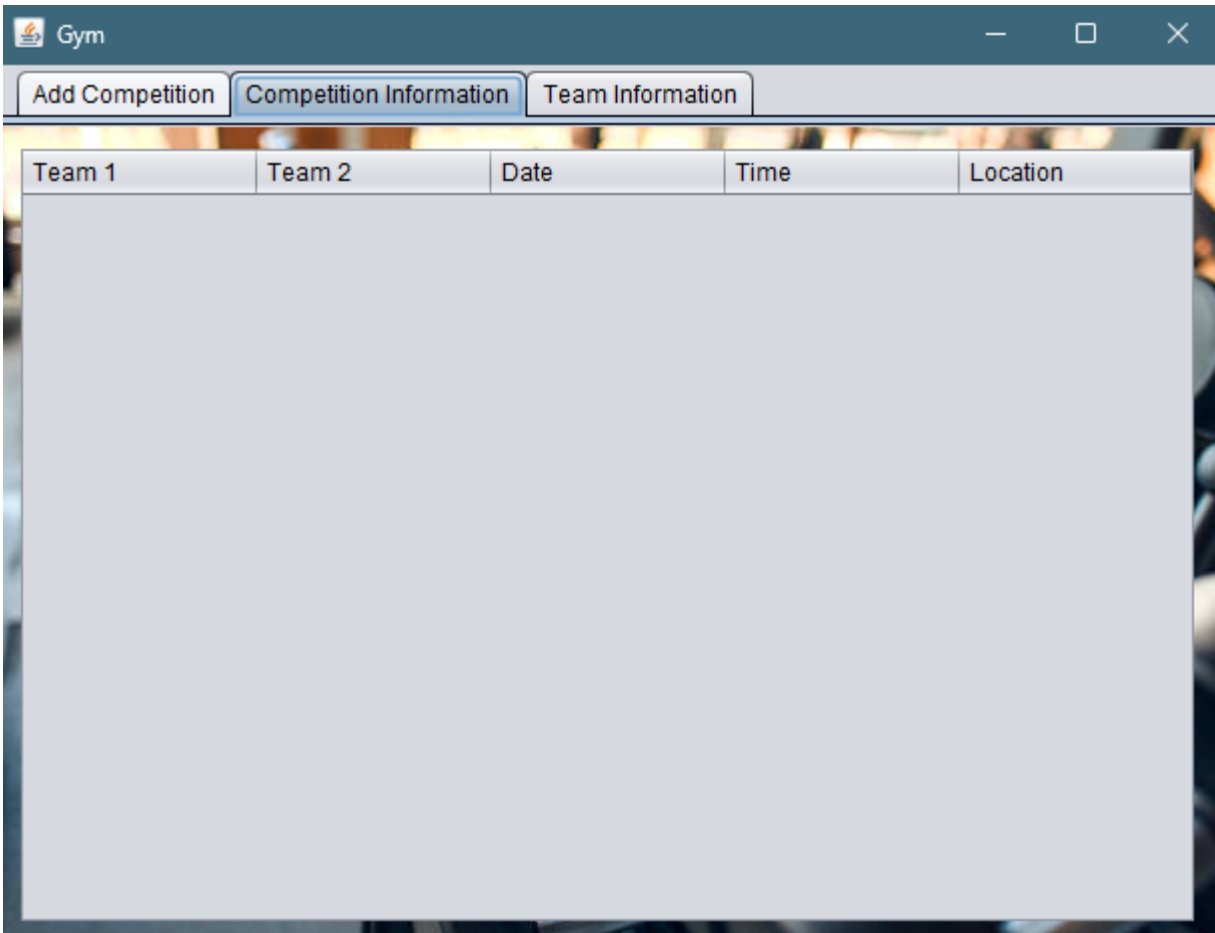
Competition Time:

Location:

Teams

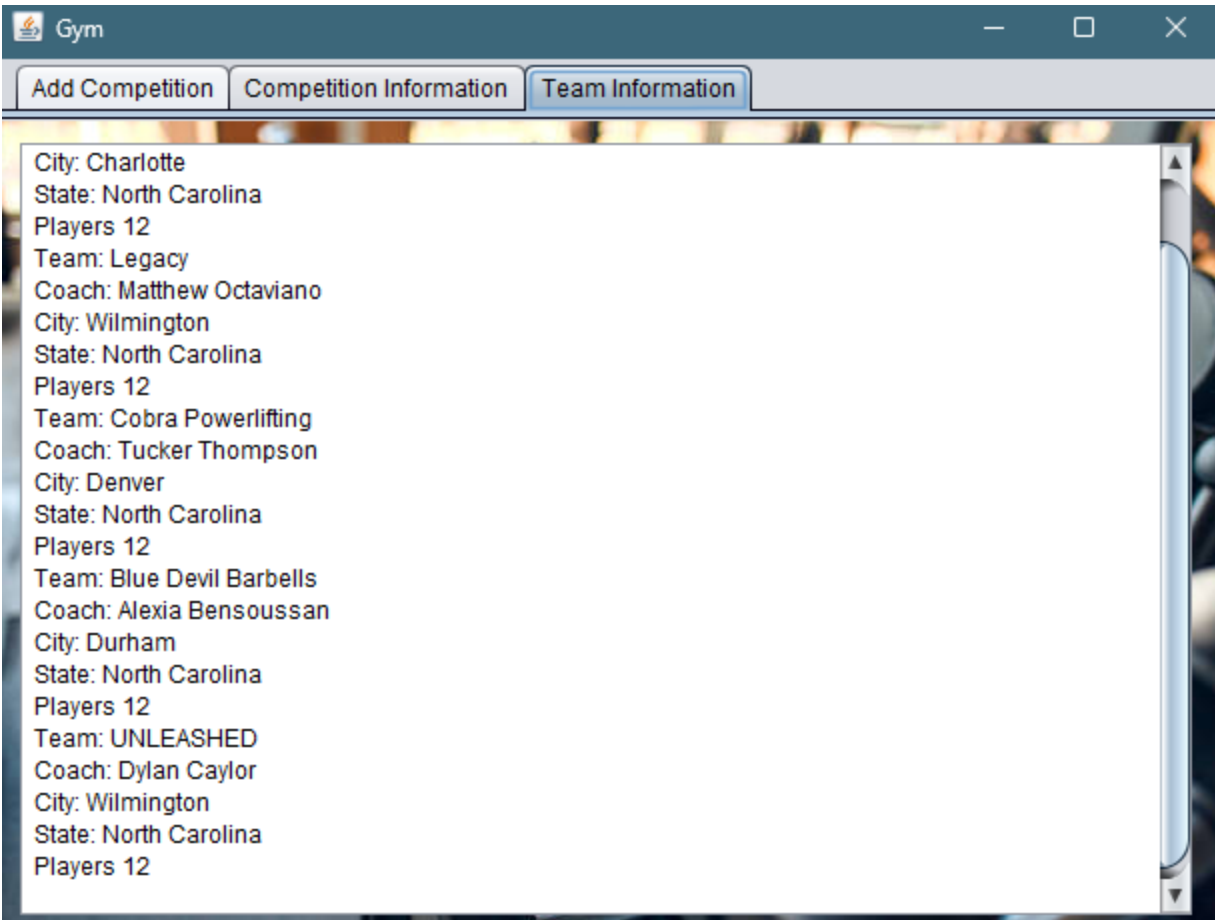
- Charlotte Lifters
- Legacy
- Cobra Powerlifting
- Blue Devil Barbells
- UNLEASHED

Here you can add a competition using the boxes and buttons. You can also see the teams available for scheduling a competition.



Gym				
Add Competition Competition Information Team Information				
Team 1	Team 2	Date	Time	Location

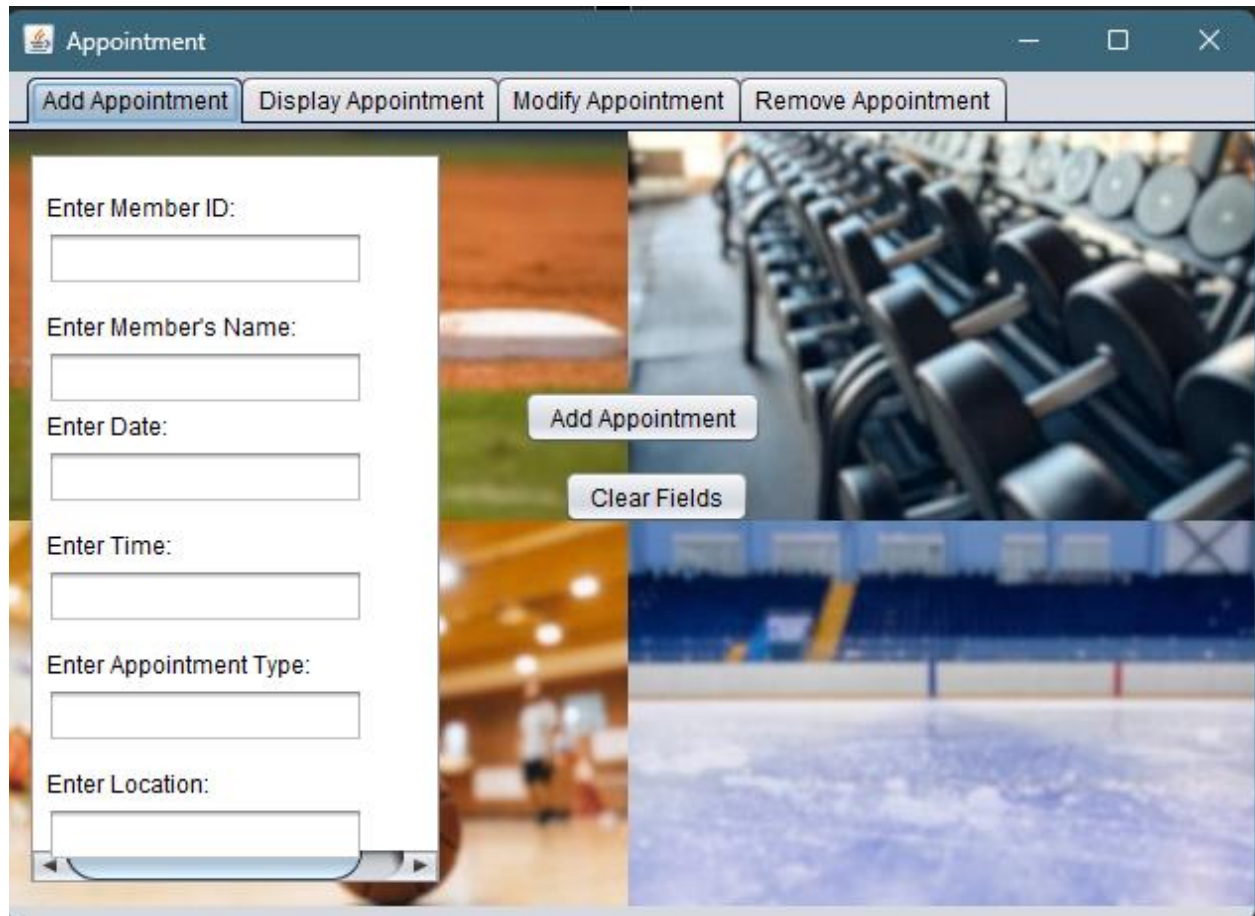
The next tab window contains all the information for competitions, including the teams, date/time, and the location.



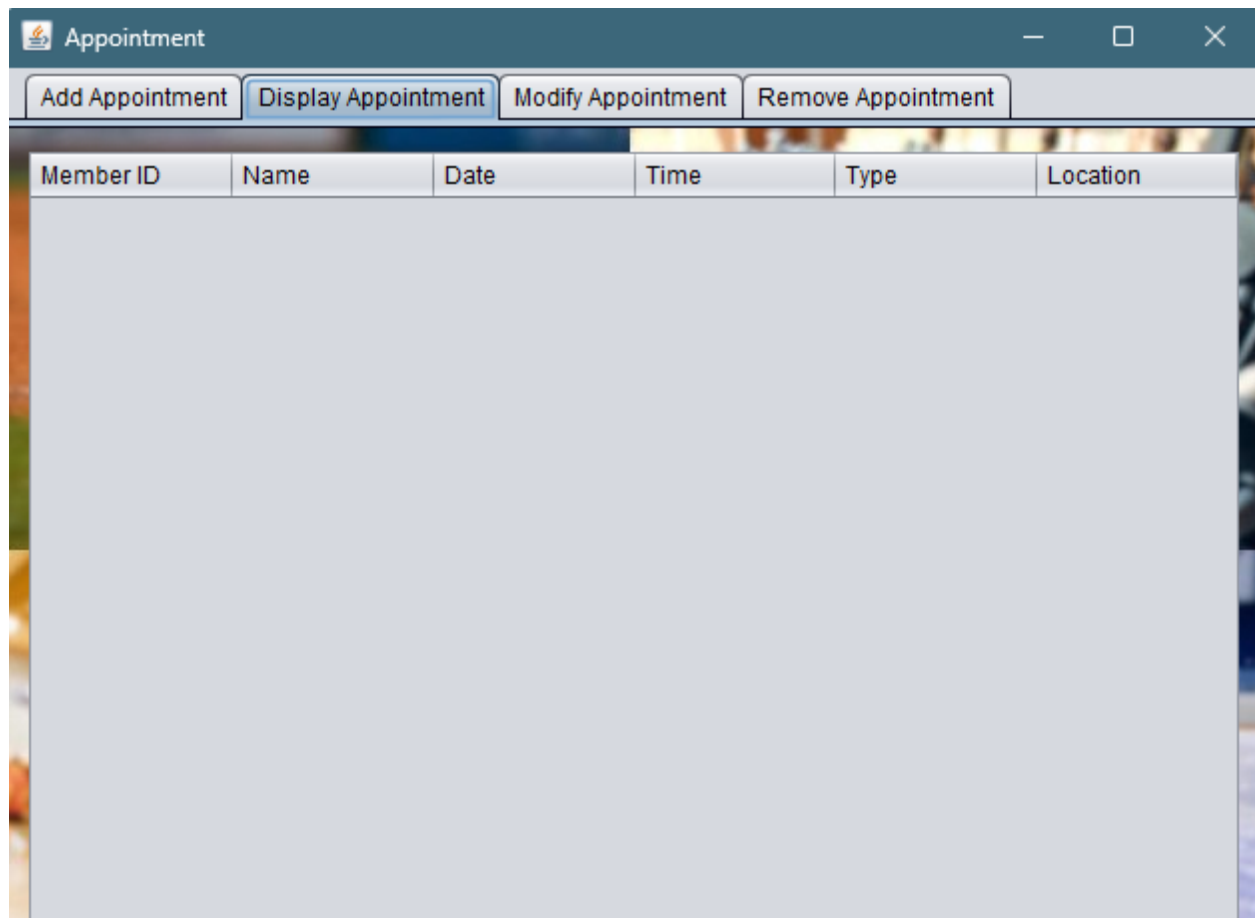
Lastly, the complete team information is on the last tab, going into the specific details of each one.

Scheduling Management

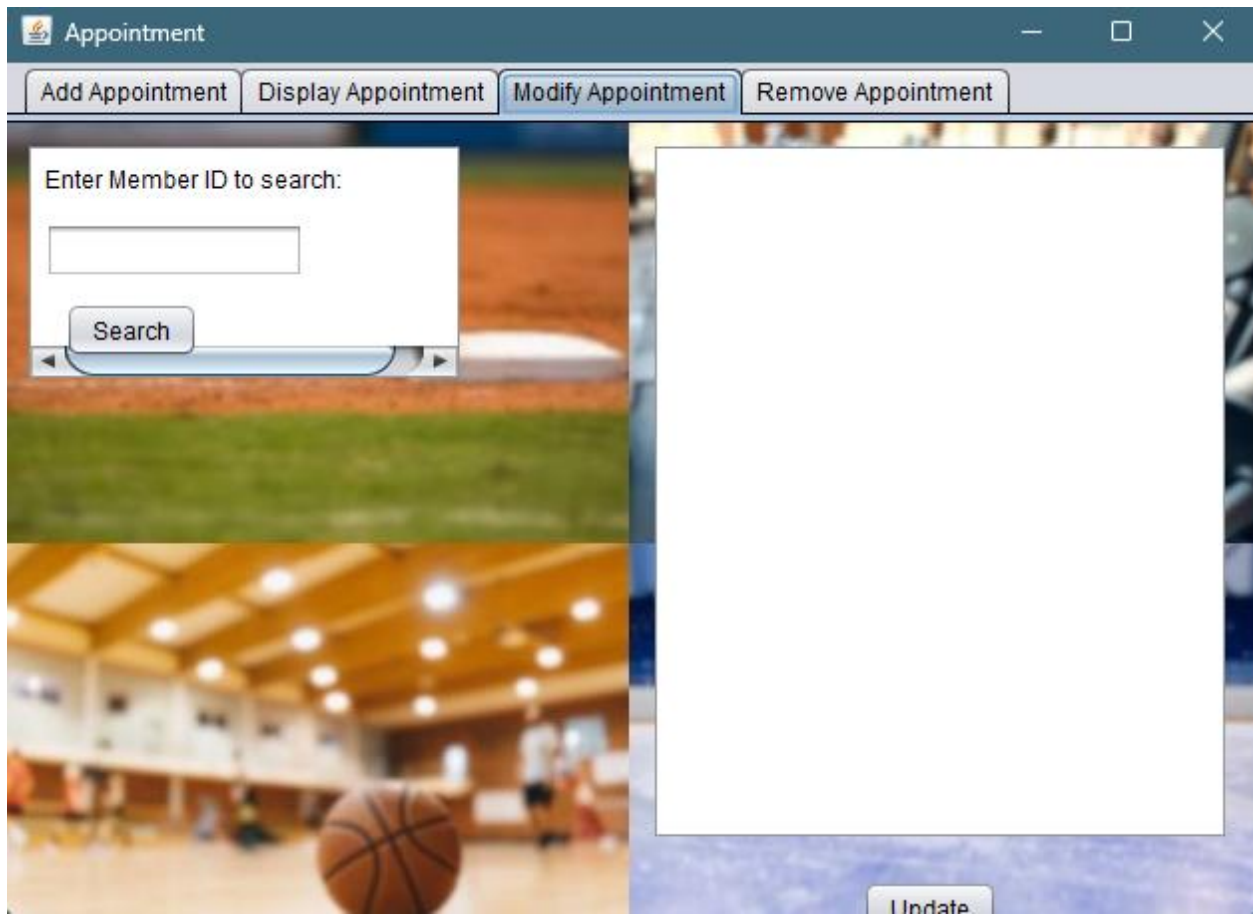
Upon opening this option within the system, you will be met with the following window.

The image shows a software window titled "Appointment" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a tabbed interface with four tabs: "Add Appointment" (which is selected and highlighted), "Display Appointment", "Modify Appointment", and "Remove Appointment". The main content area of the window is divided into two parts. On the left is a white form with the following labels and input fields: "Enter Member ID:" with a text box, "Enter Member's Name:" with a text box, "Enter Date:" with a text box, "Enter Time:" with a text box, "Enter Appointment Type:" with a text box, and "Enter Location:" with a text box. On the right side of the form area, there are two buttons: "Add Appointment" and "Clear Fields". The background of the window is a collage of three images: a baseball field, a row of blue gym weights, and an ice skating rink.

Here you can add an appointment by entering the appropriate information using the buttons and text boxes.



Within the next tab, you can display upcoming appointments and their relevant information.



To modify an appointment, simply navigate to the next tab and use the member id to search. From there you will be able to update it.

Appointment

Add Appointment

Display Appointment

Modify Appointment

Remove Appointment

Enter ID to cancel appointment:

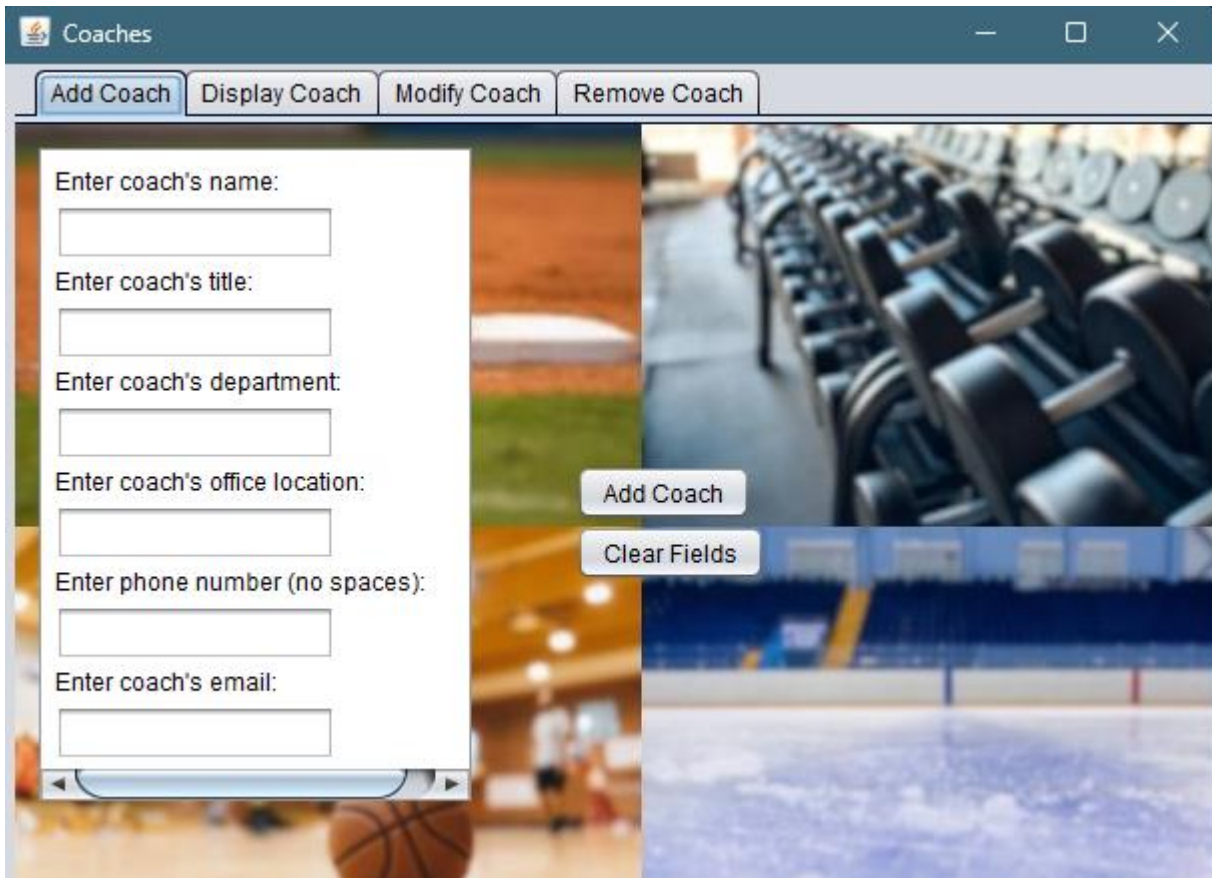
Remove

ID	Name	Date	Time	Type	Location
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Lastly you can use the last tab in order to cancel or remove an appointment that has already been done. You can do this a similar way you would to modify one, by searching with a member id.

Coach Management

Lastly, this option will display the following window with different tabs.

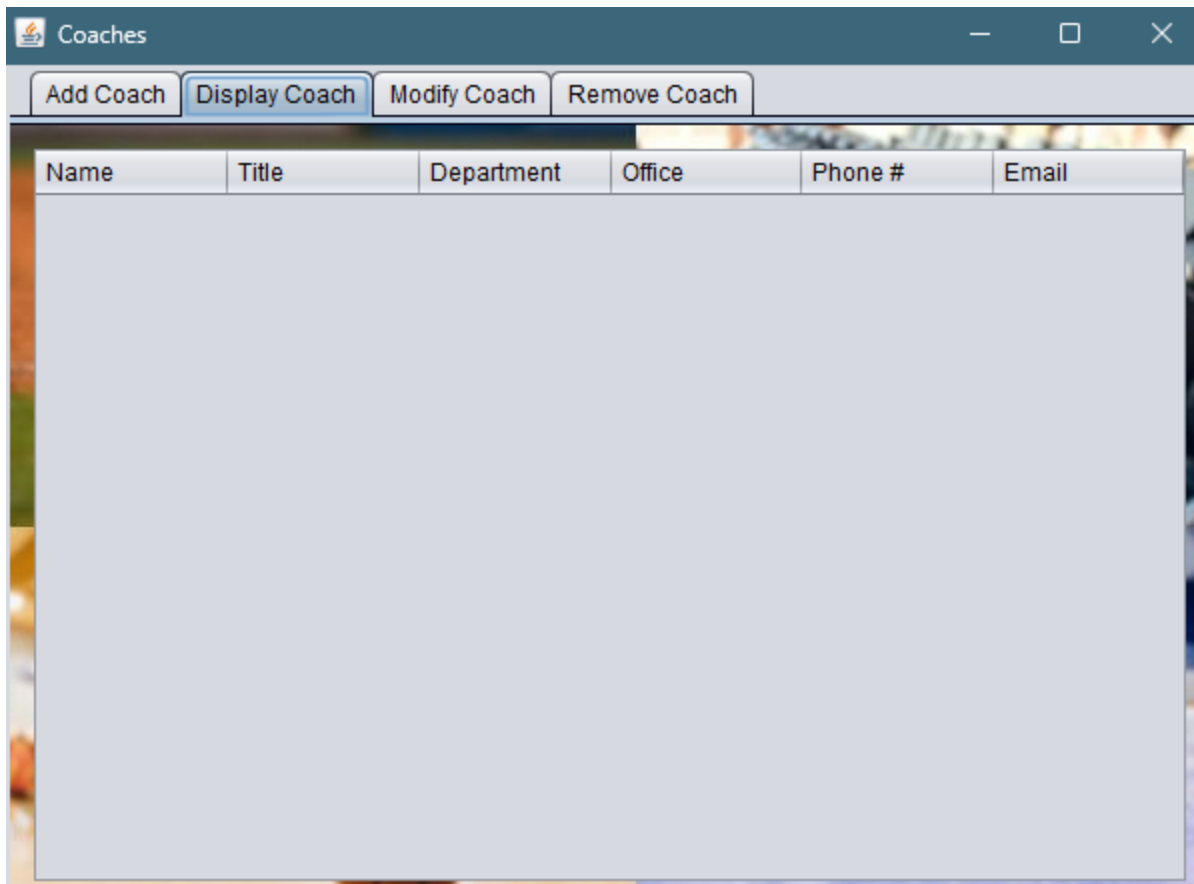


The screenshot shows a web application window titled "Coaches". It features four tabs: "Add Coach", "Display Coach", "Modify Coach", and "Remove Coach". The "Add Coach" tab is active, displaying a form with the following fields:

- Enter coach's name:
- Enter coach's title:
- Enter coach's department:
- Enter coach's office location:
- Enter phone number (no spaces):
- Enter coach's email:

Below the form, there are two buttons: "Add Coach" and "Clear Fields". The background of the application is a collage of sports-related images, including a baseball field, a row of blue stadium seats, and an ice hockey rink.

From here you can add coaches using the text boxes and the buttons co-responding to the desired operation.



The next tab will show coach information and their relevant information.

The screenshot shows a web application window titled "Coaches". It has four tabs: "Add Coach", "Display Coach", "Modify Coach" (which is selected), and "Remove Coach". The "Modify Coach" tab contains a search form with the label "Enter coach to search:", a text input field, and a "Search" button. To the right of the search form is a large, empty white rectangular area. At the bottom right of the window, there is an "Update" button. The background of the application area is a collage of sports-related images, including a baseball field, a basketball court, and a basketball.

To update a coach's information, you will enter their full name to search. From there, you can modify as desired.

The screenshot shows a web application window titled "Coaches". It has four tabs: "Add Coach", "Display Coach", "Modify Coach", and "Remove Coach". The "Remove Coach" tab is selected. On the left side of the "Remove Coach" tab, there is a form with the label "Enter coach name to remove:" followed by a text input field and a "Remove" button. The main area of the window is a table with the following headers: "Name", "Title", "Departm...", "Office", "Phone", and "Email". The table body is currently empty. The background of the application features a collage of sports-related images, including a baseball field, a basketball court, and a basketball.

Name	Title	Departm...	Office	Phone	Email
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Lastly, to delete a coach, you simply search their name like you would to modify information and then you click remove in order to remove them from the directory.

-END OF USER GUIDE-