User guide
Portales Sports Center

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!!!!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.

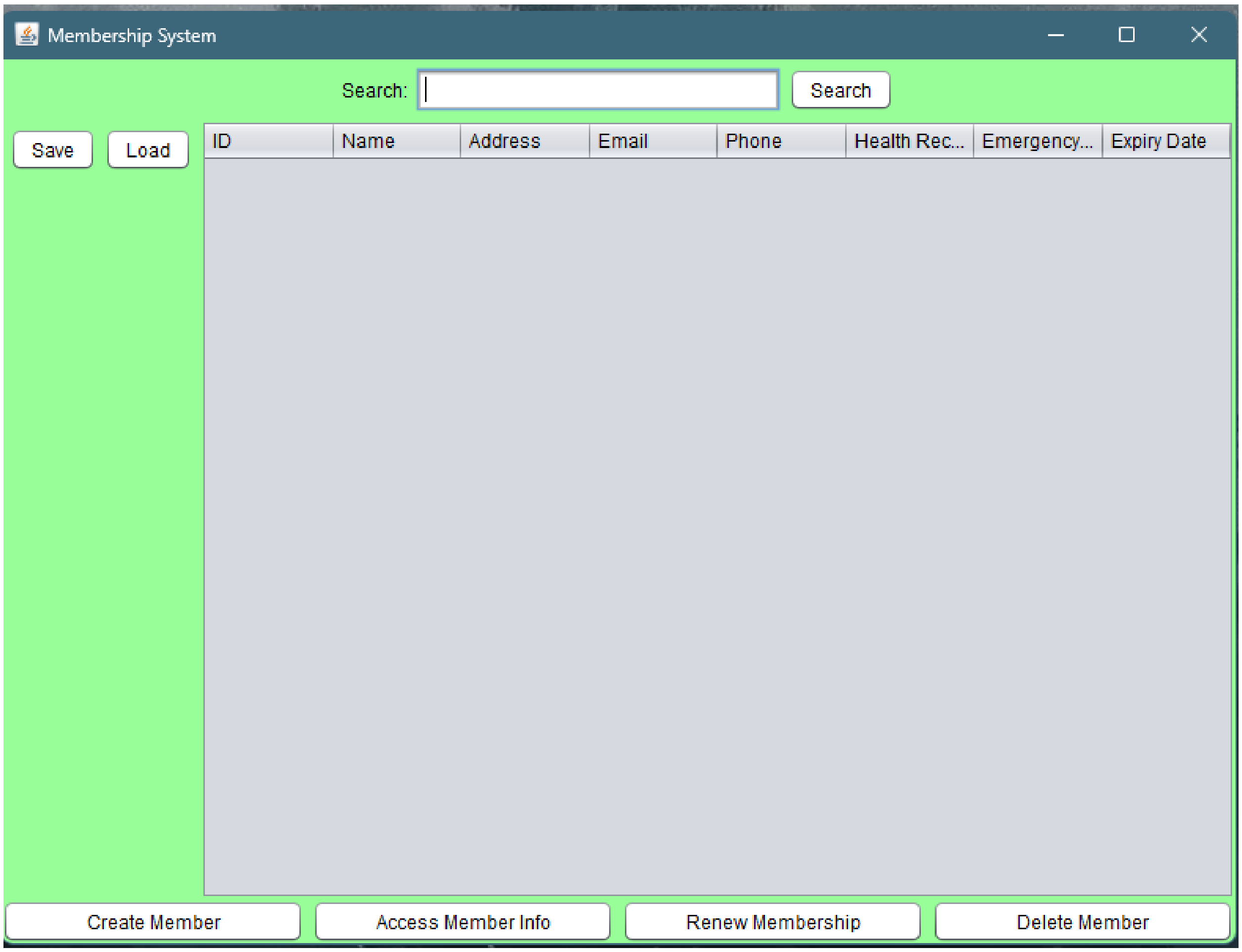
NOTE:

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.

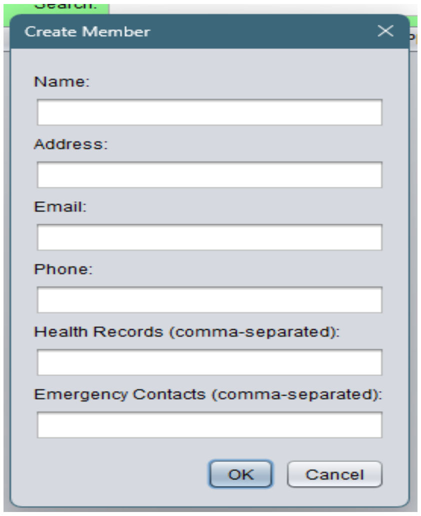
Membership Management

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

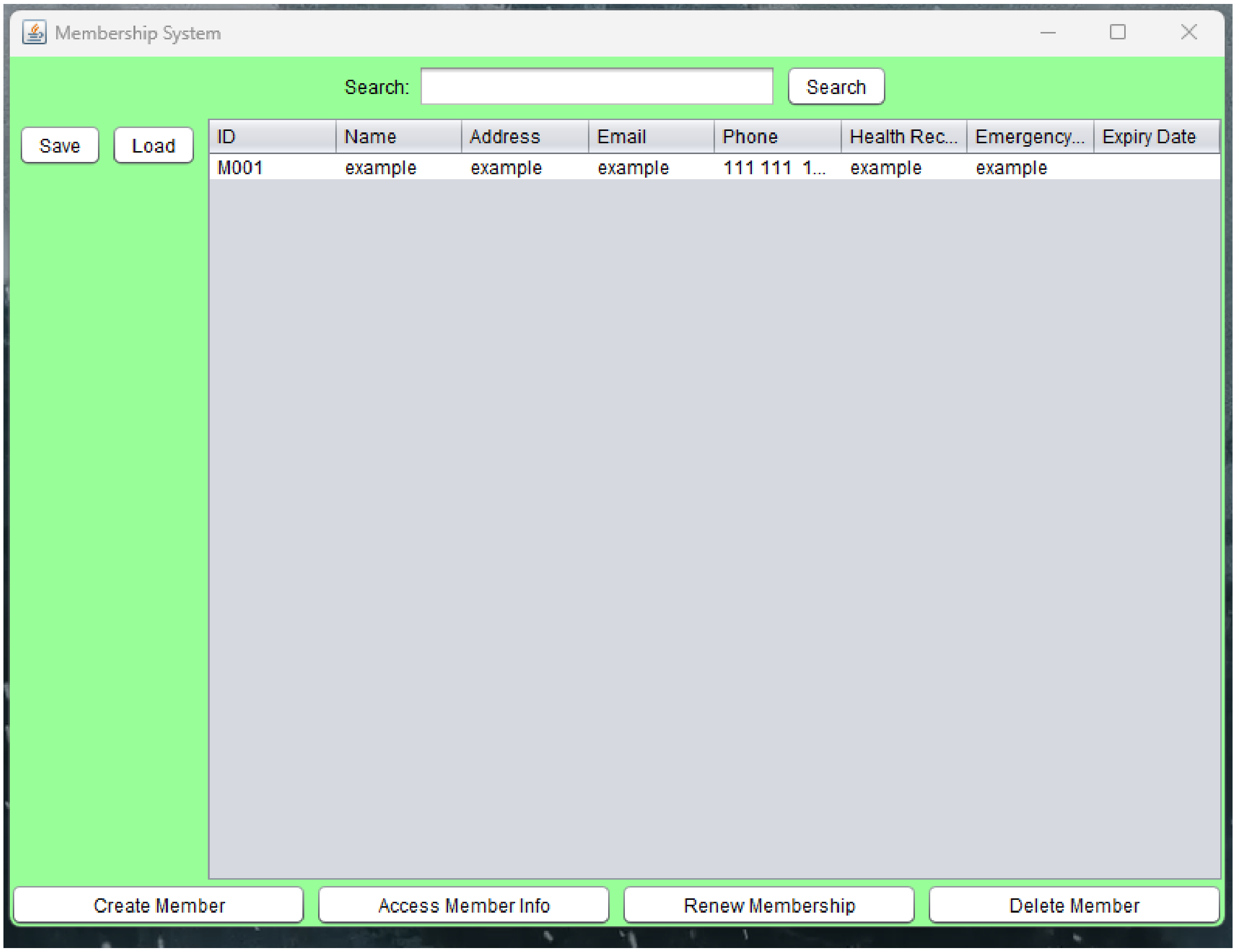
Upon opening this portion of the system, you will be met with the following kiosk window. At the center is a table of information that will update as the program is used. Above, the table may be searched for specific information. Below are the buttons in which this guide will go over in detail.



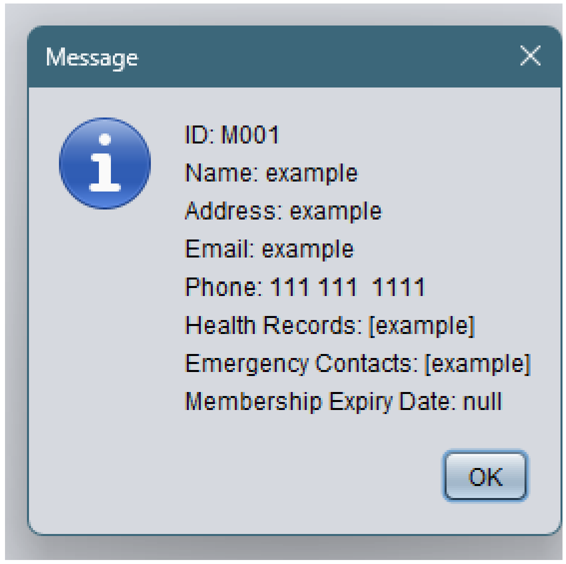
From there, you can perform a series of tasks that pertain to managing the current members of the club, including adding new ones. Pictured below are the various tasks that can be done.



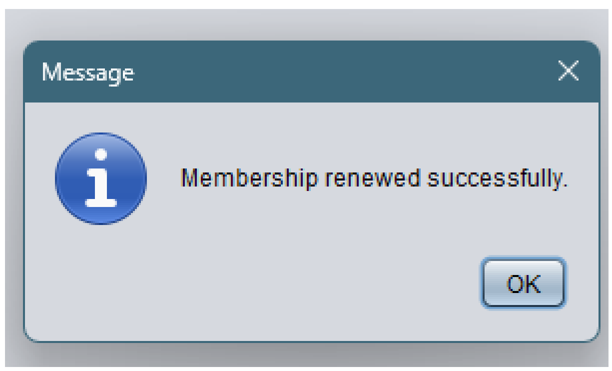
Creating a new member



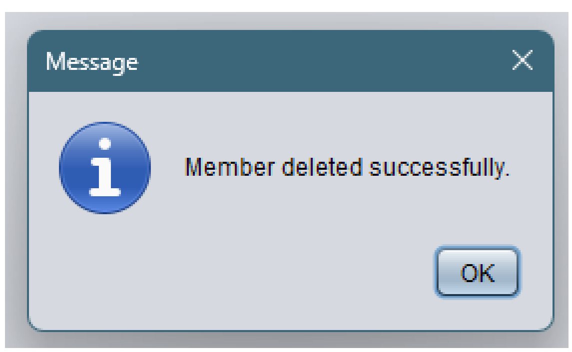
Upon doing this task, it will update the table with the information inputted. The rest of the operations can be done by clicking on the desired member and then using the other buttons at the bottom.



Accessing Member Info

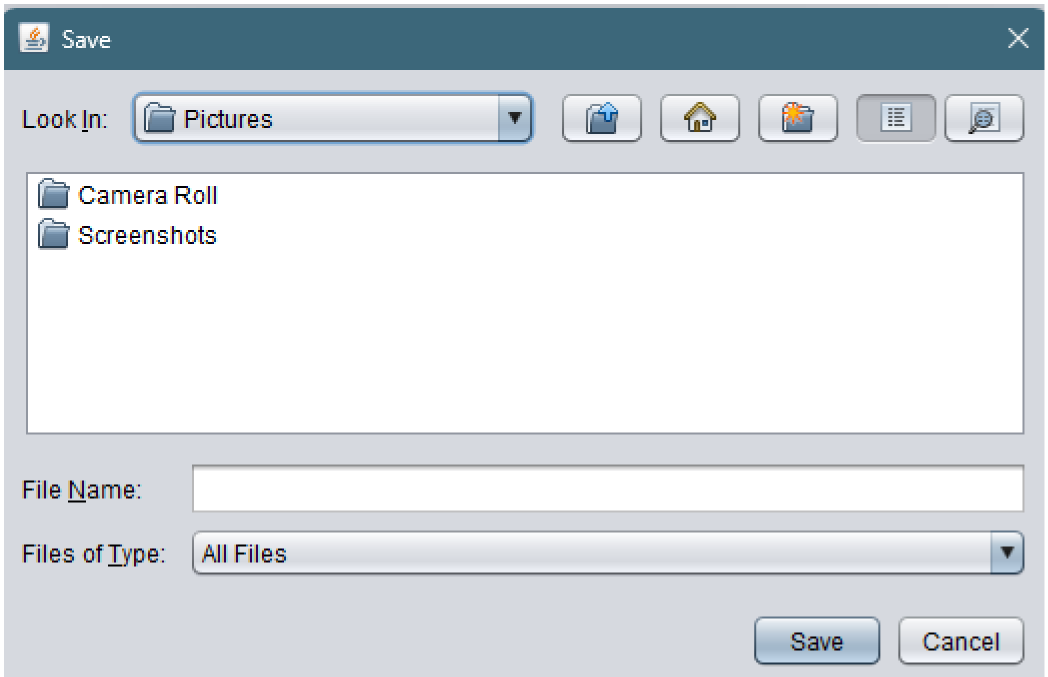


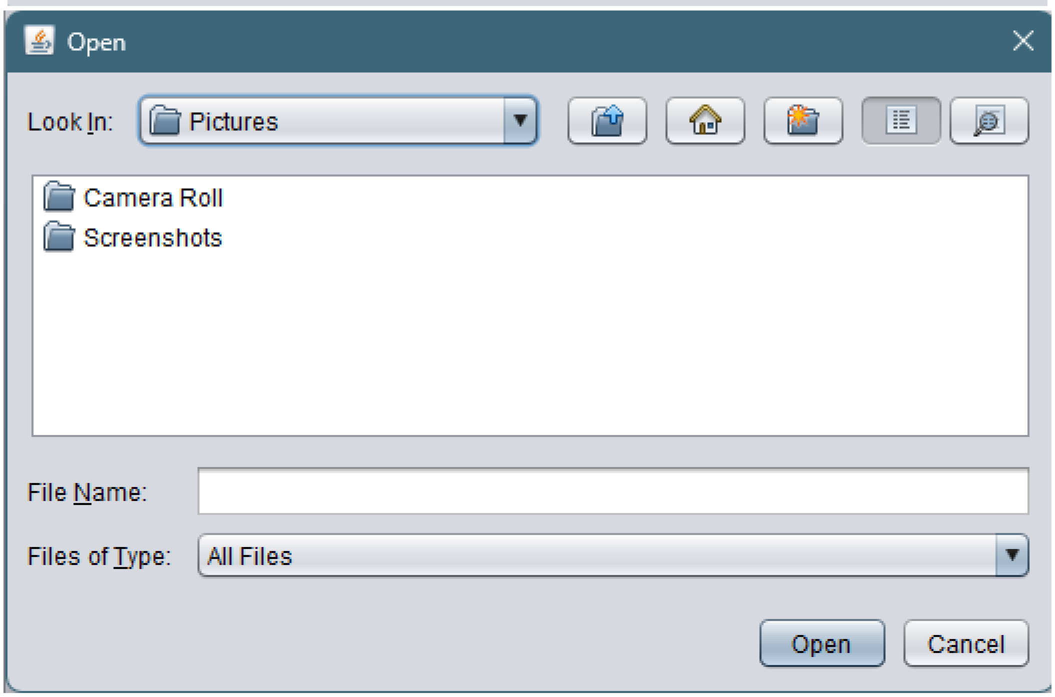
Renewing membership



Deleting member

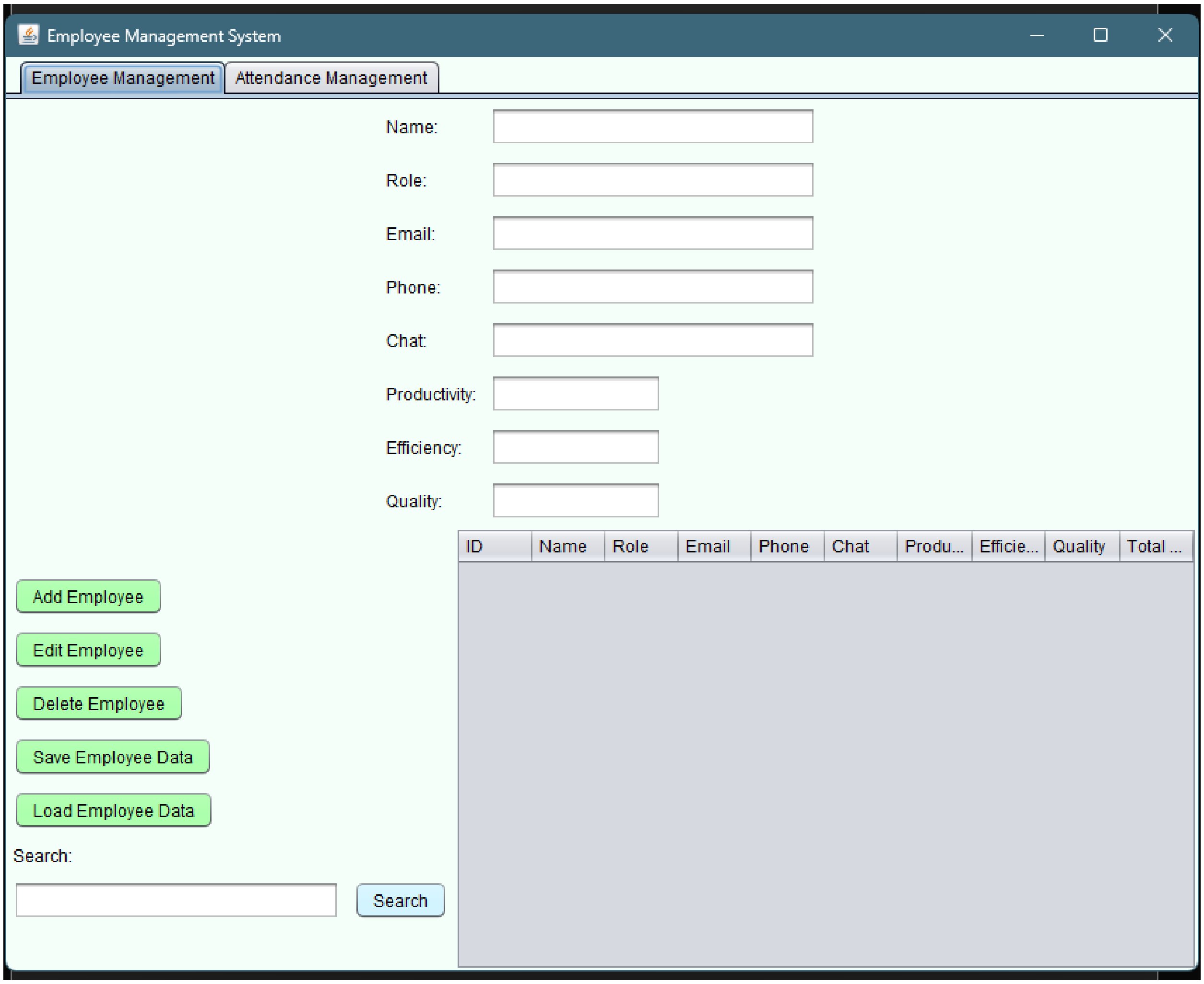
In addition to this, you can save information using the save button. Likewise, you can load information from clicking load right next to the save button. Doing either will prompt you to choose a location to save or load from, pictured below.





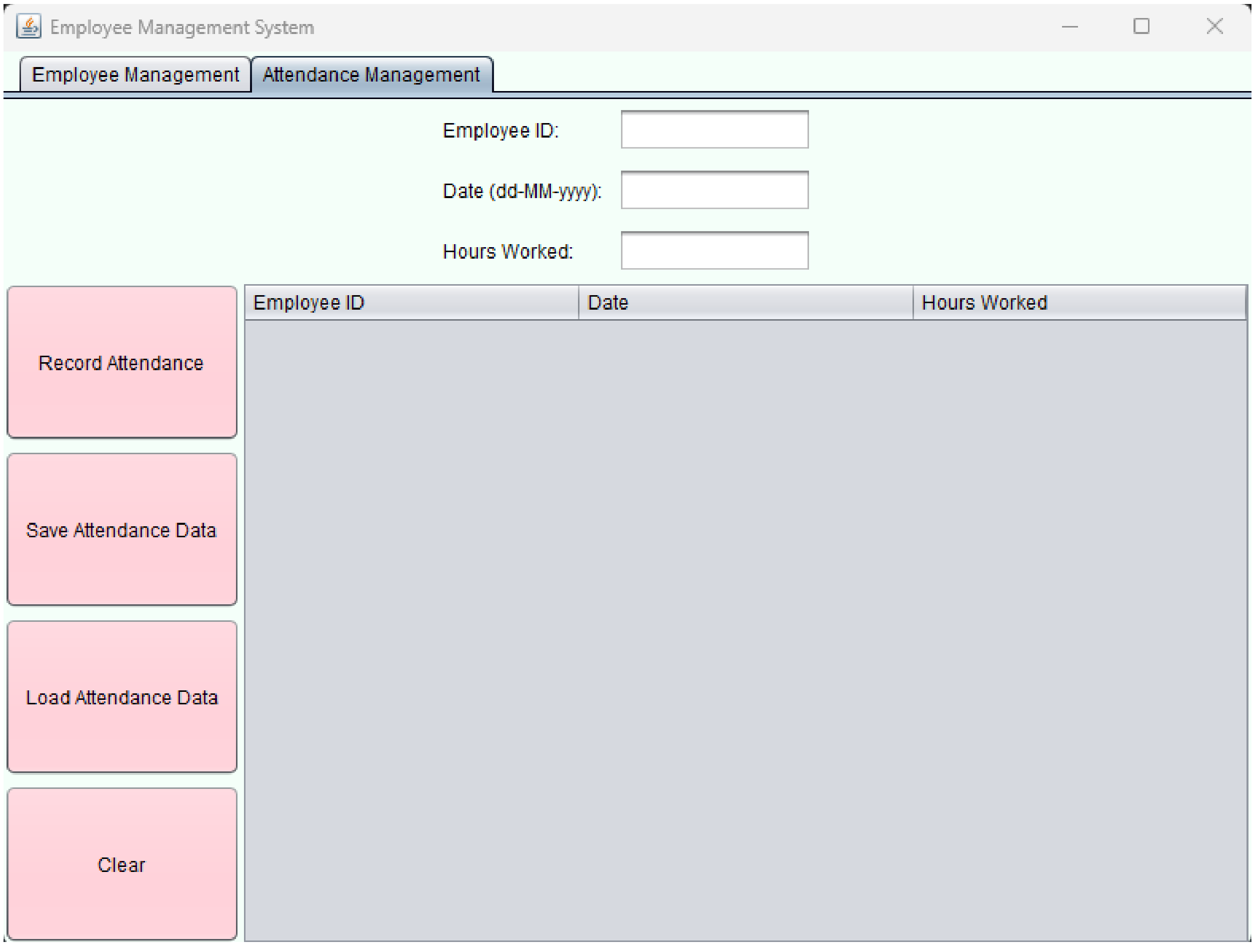
Employee Management

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.



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.

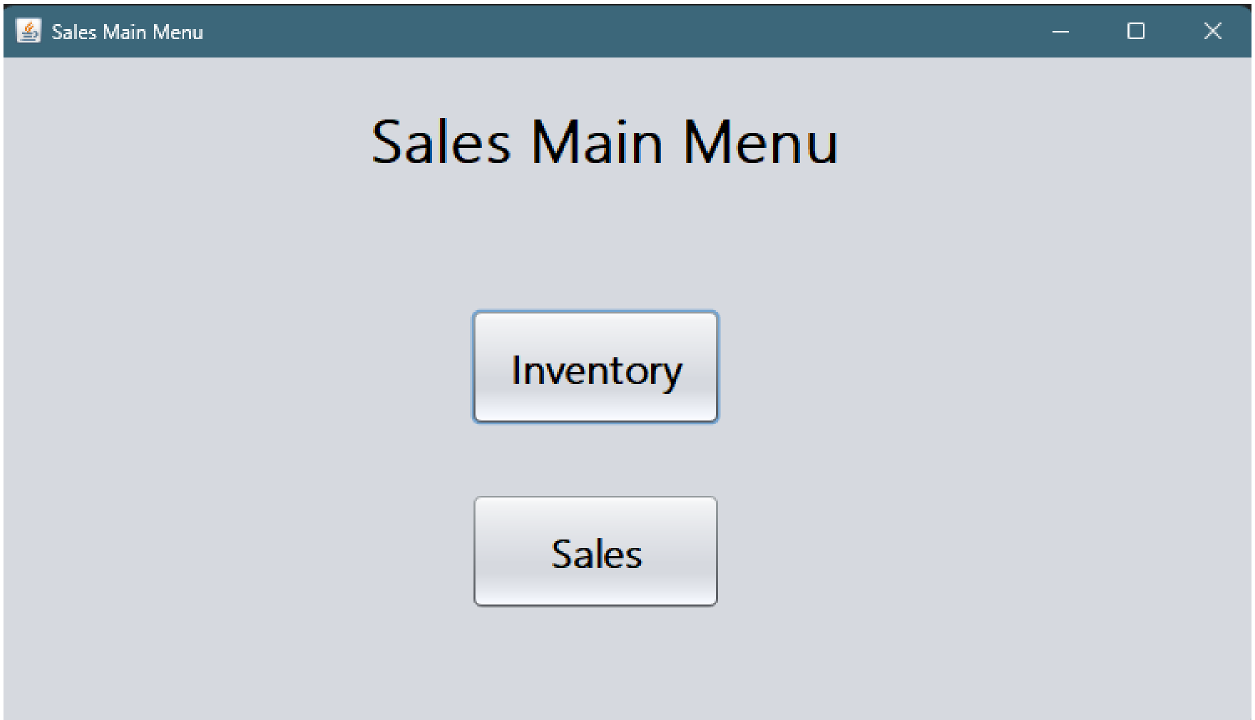
From the other tab present within the program, you can access the attendance management portion of this system. From here, you can use the employee ids present in the Employee management tab in order to record attendance and the hours worked.



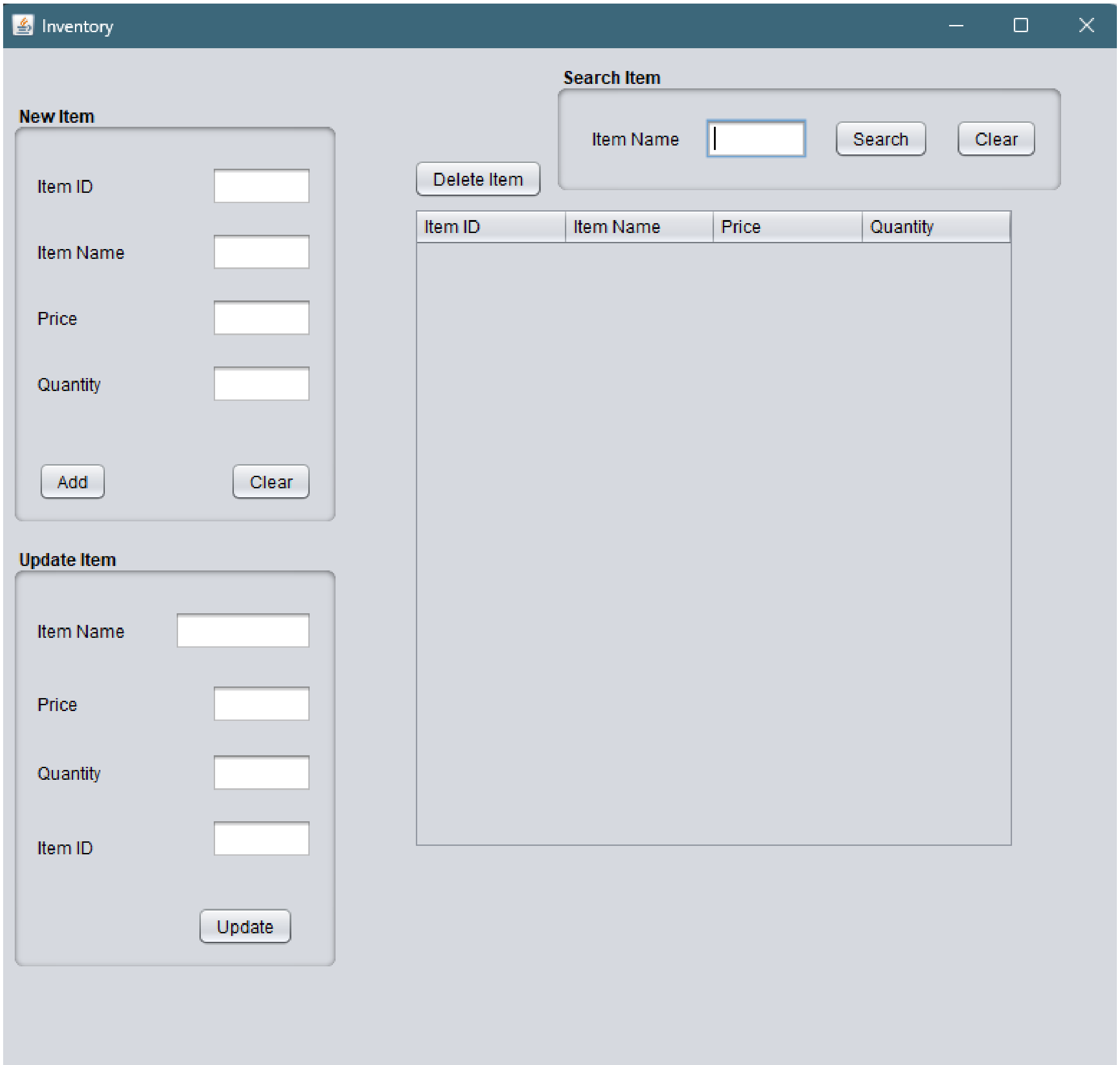
Much like the Membership Management portion, you can load and save information locally with a pop-up prompt (refer to Membership Management for graphic).

Sales Management

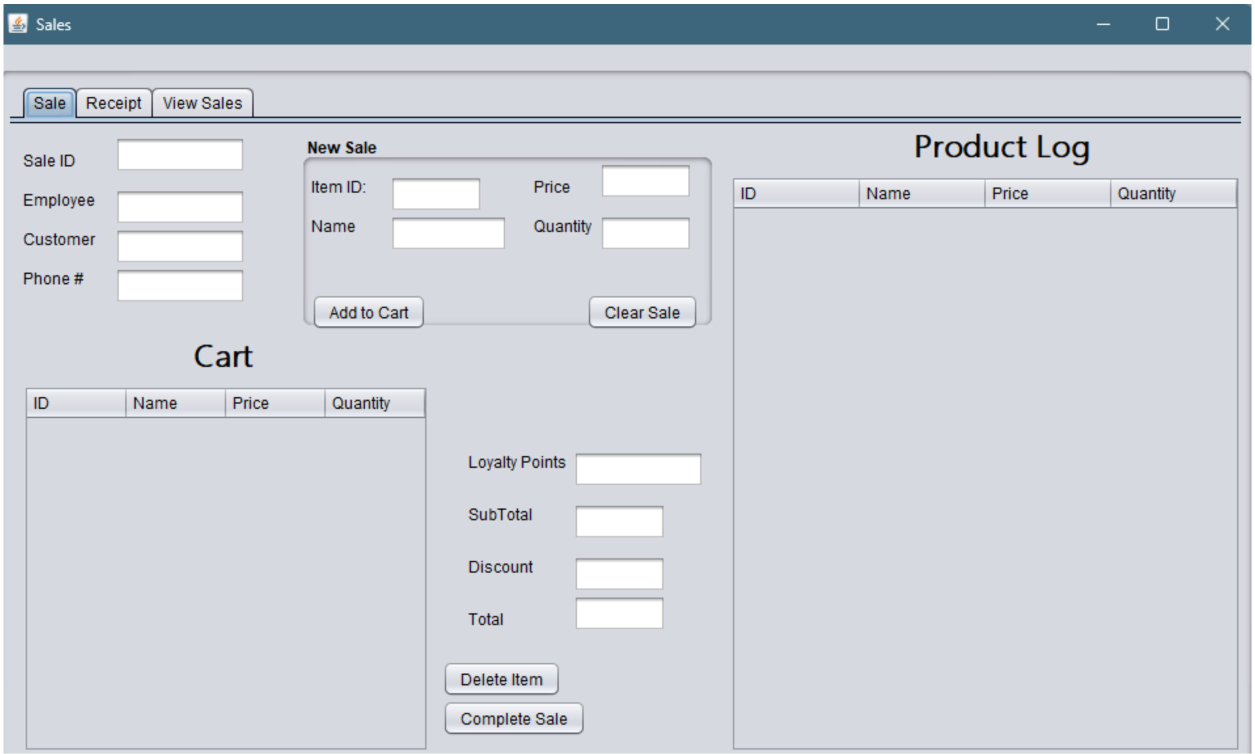
Upon opening this section, you will be met with the following window with two options.



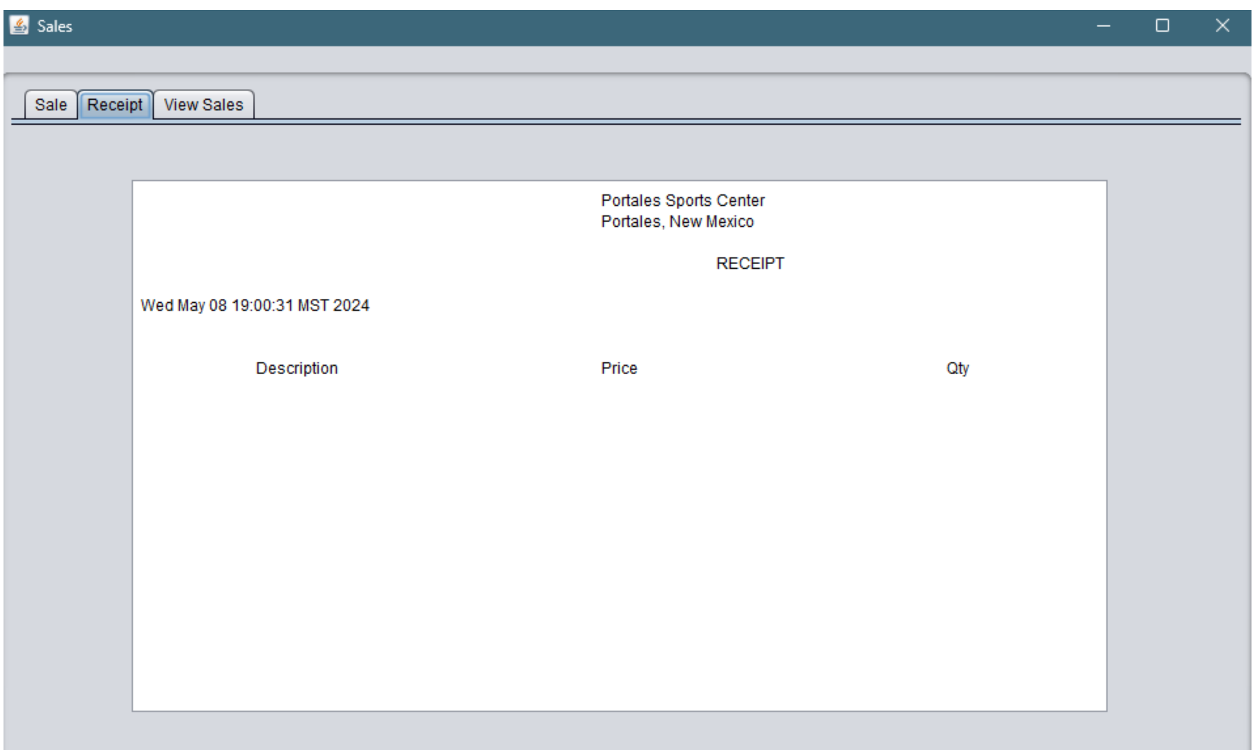
We will begin with the Inventory explanation.



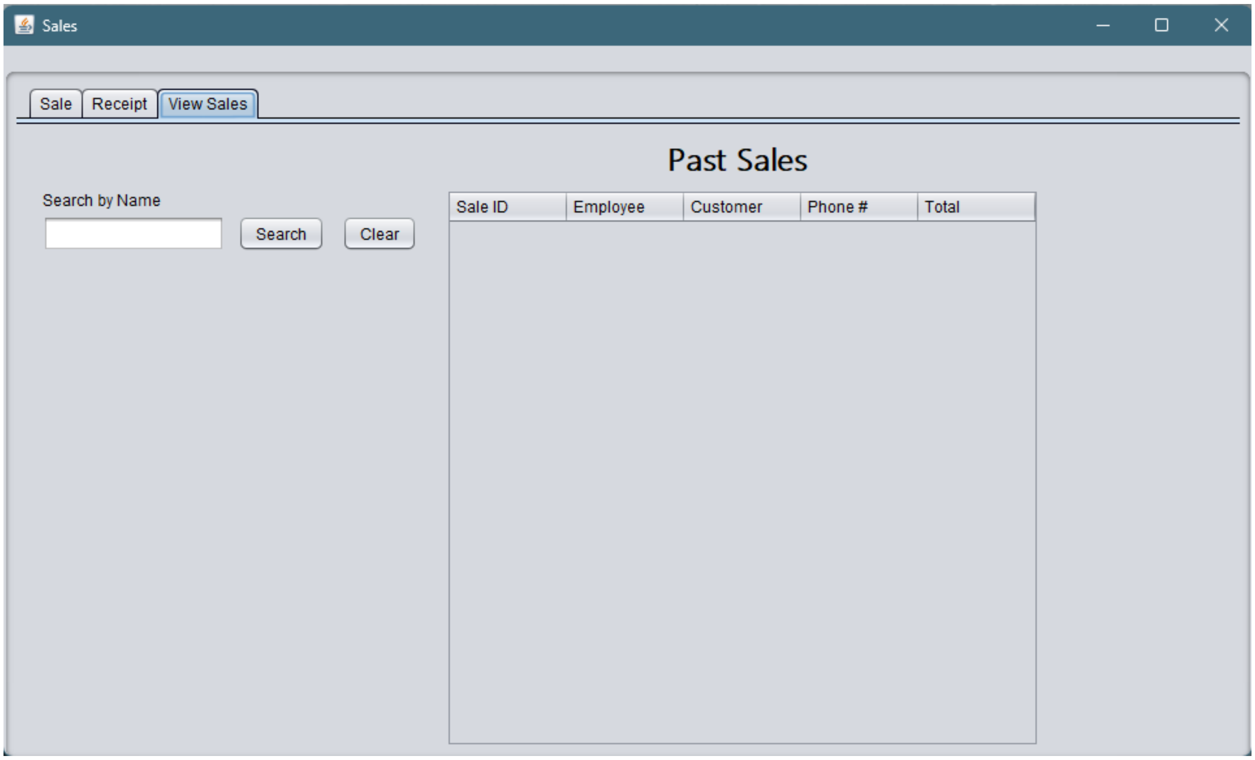
Upon clicking this option, you will be able to perform a series of tasks. Including adding and updating Items. In addition, you can search for a specific item and delete it if so desired.



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.



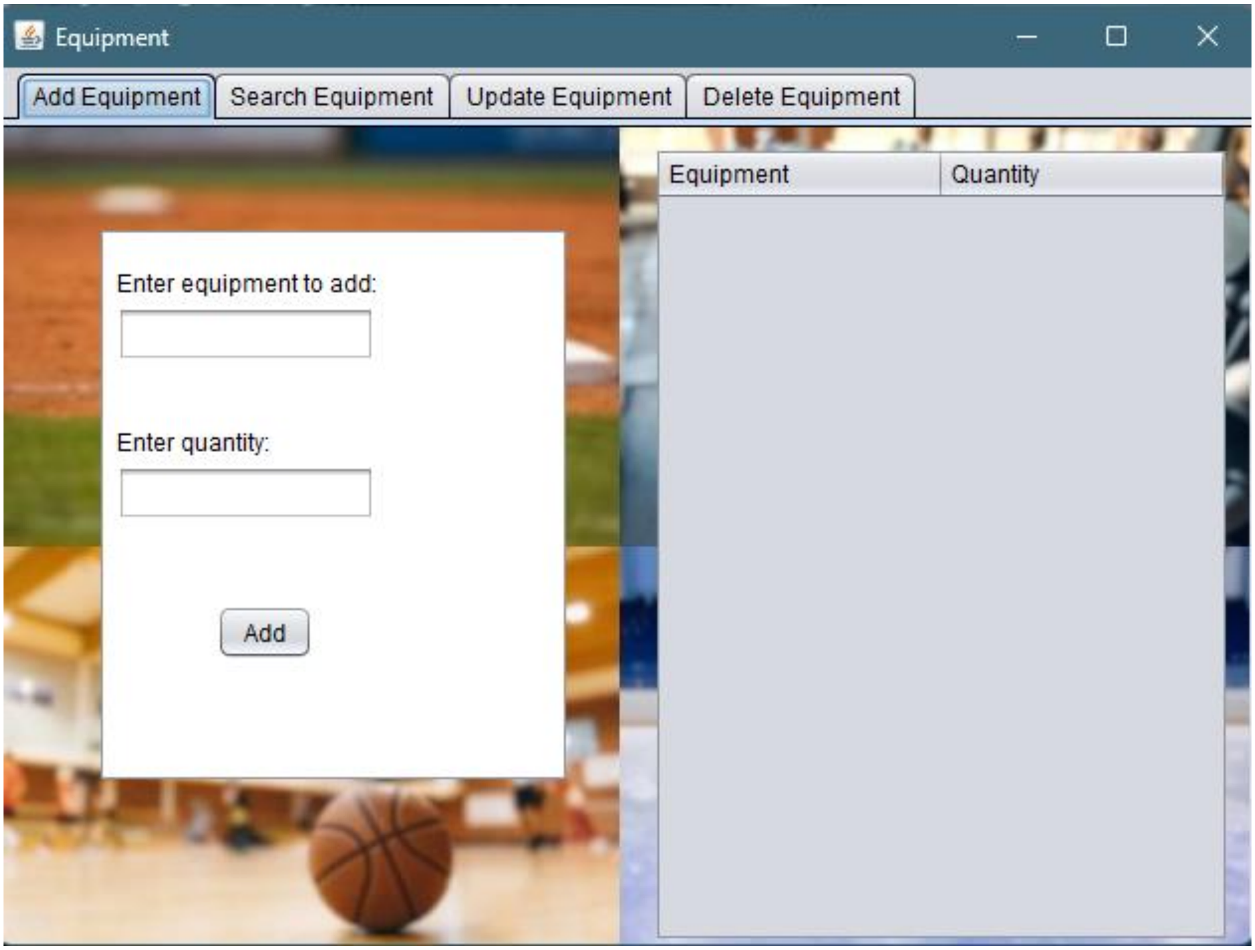
After doing so, you can immediately switch over to the receipt tab in order to view the most recent transaction and the important articles associated with such. To view ones before the most recent transaction you can do so by click the view sales tab as pictured below.



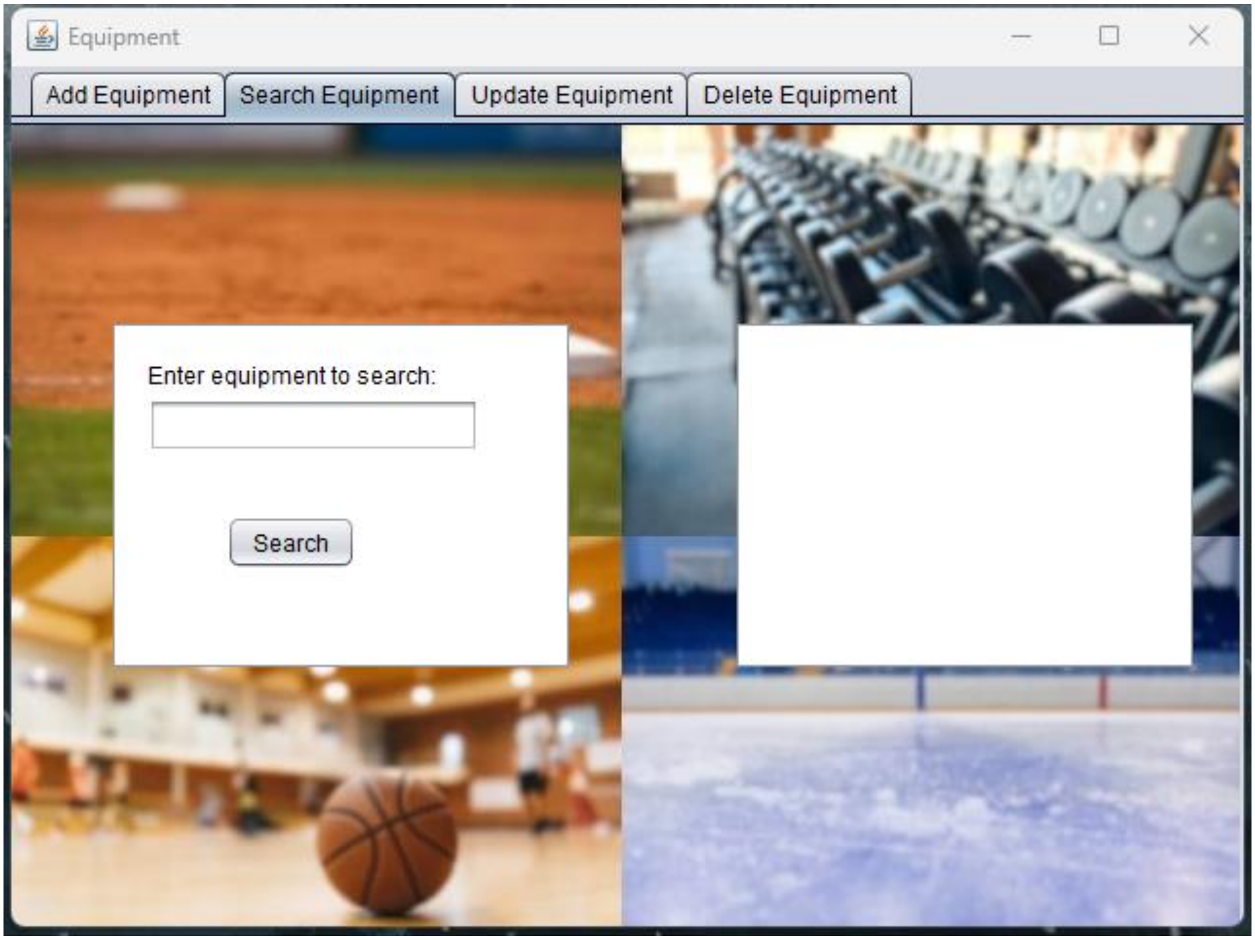
For convenience, there is a search function to find the right transaction in a situation that may arise that requires it.

Equipment Management

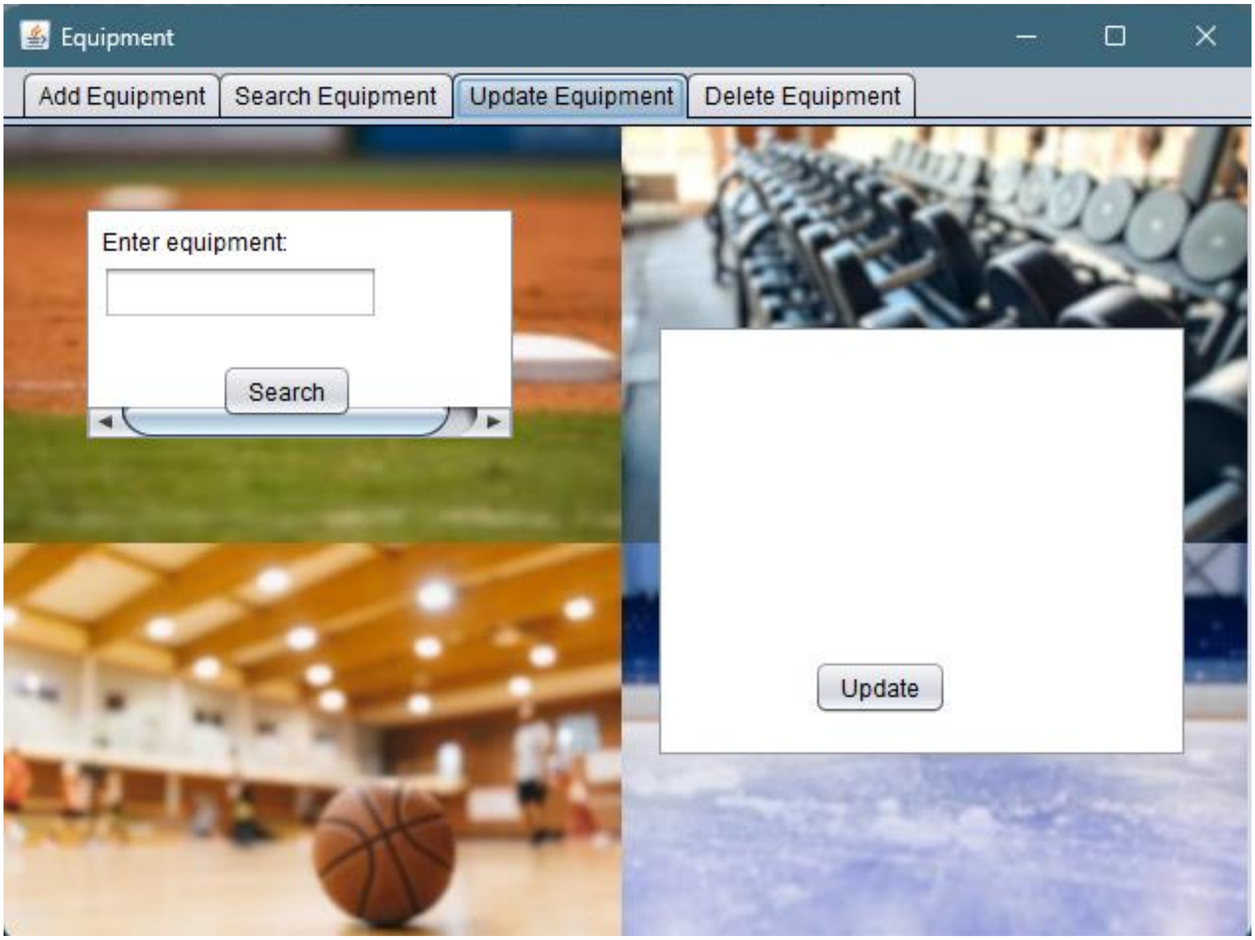
Upon clicking on this option, the following window will appear with tabs for each function. The opening tab will be on adding equipment.



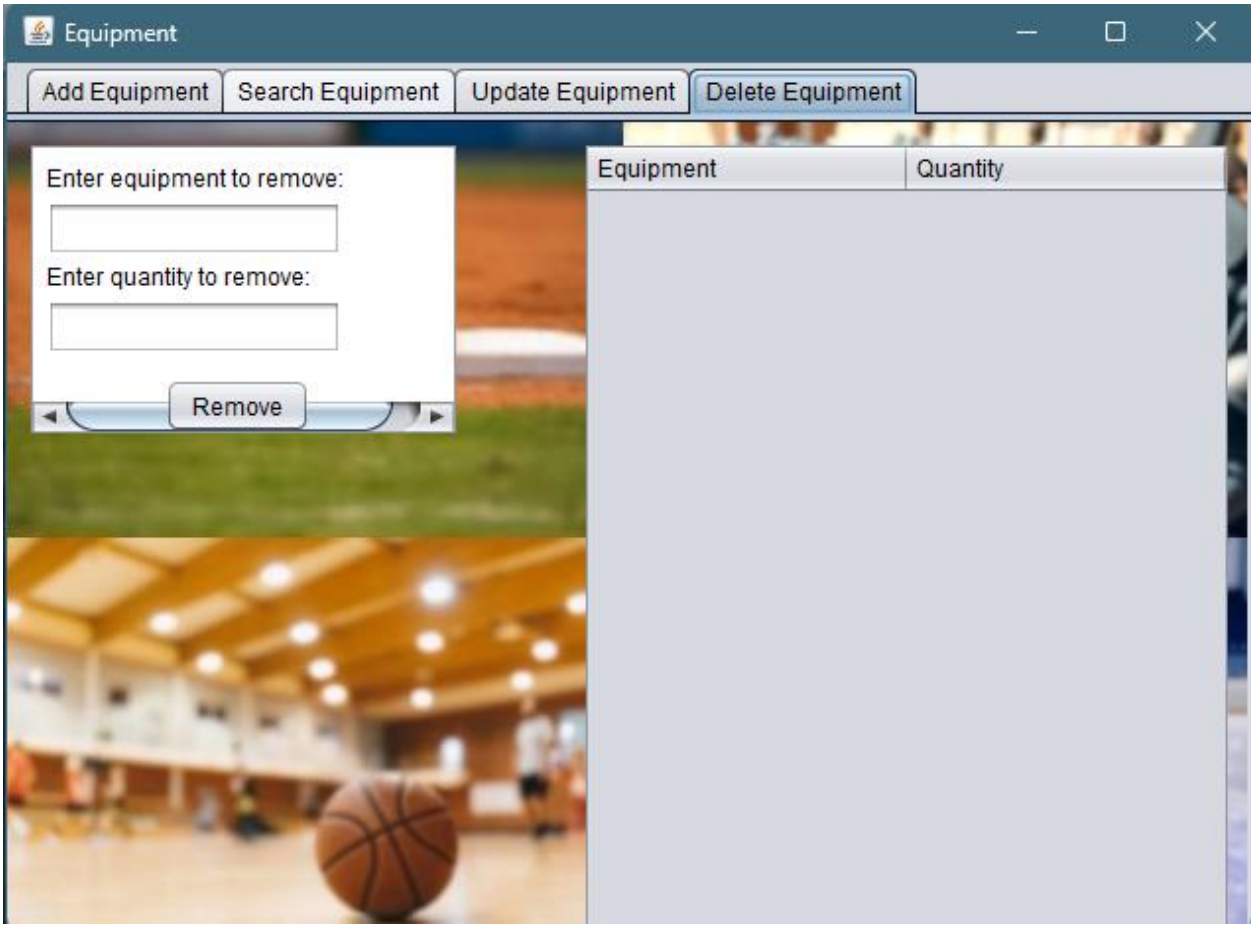
Here you can use the various boxes and buttons to add equipment and its quantity.



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



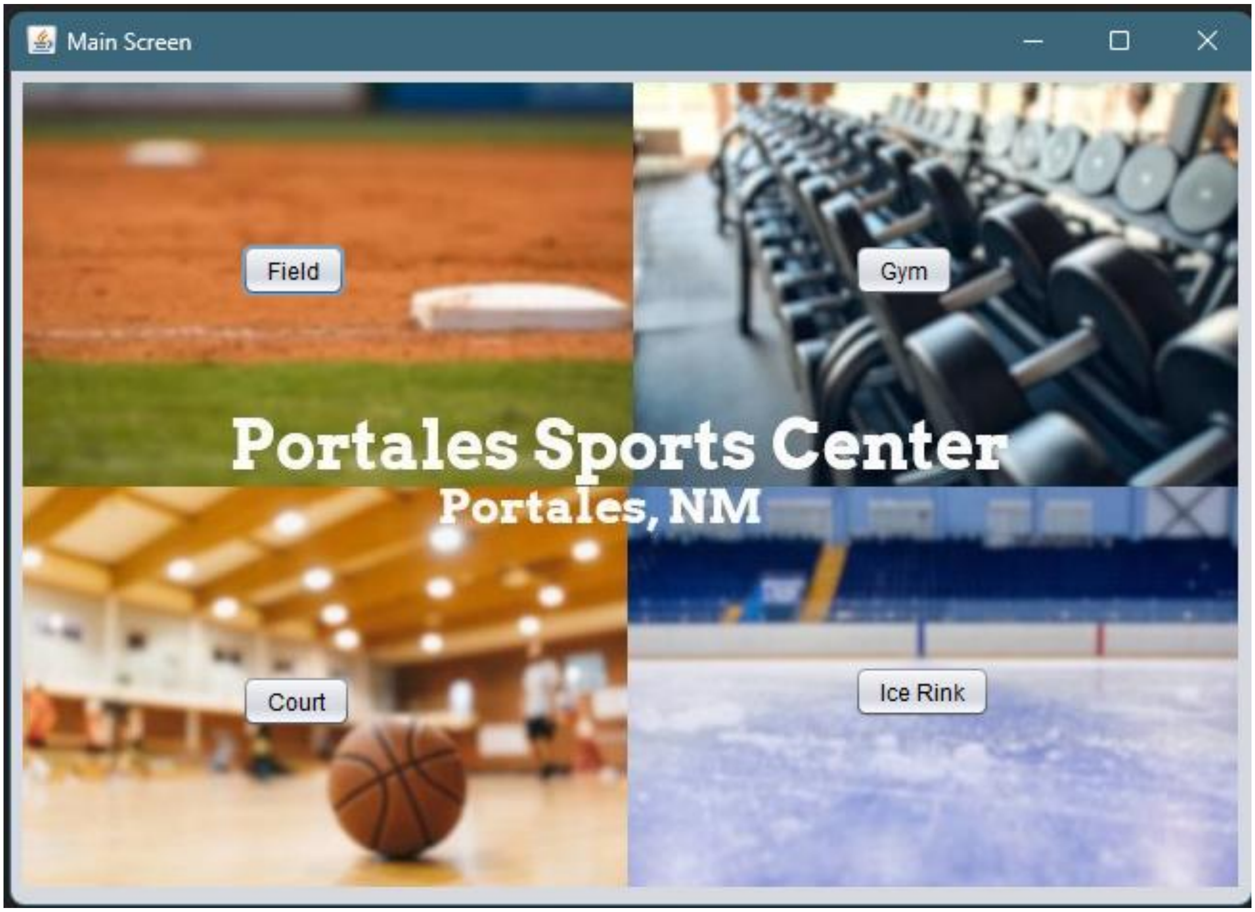
To update equipment, access the next tab and you can do it from there, for convenience, a search box is provided here as well.



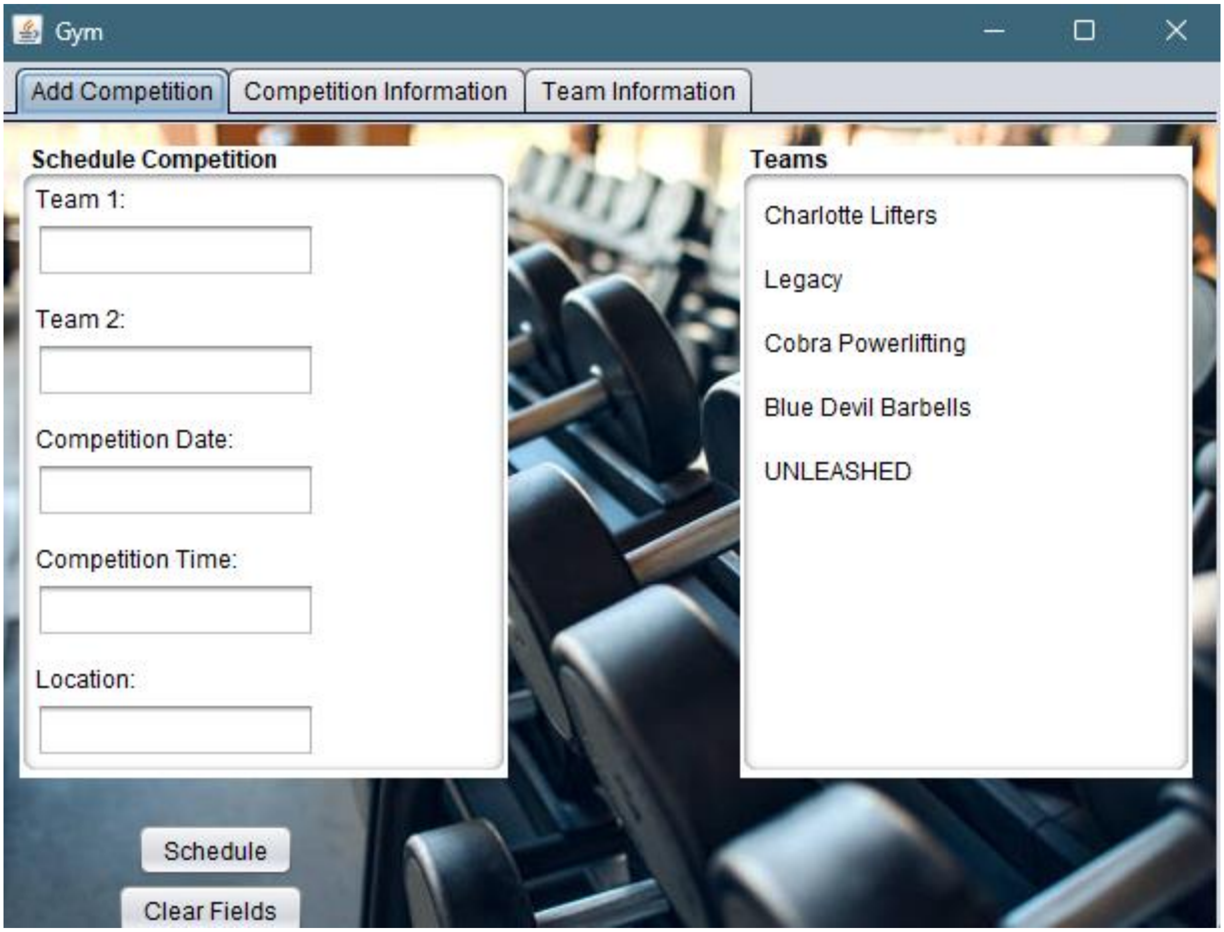
Lastly, you can delete equipment on the last tab, allowing for a specific quantity to be removed from the inventory.

Facilities Management

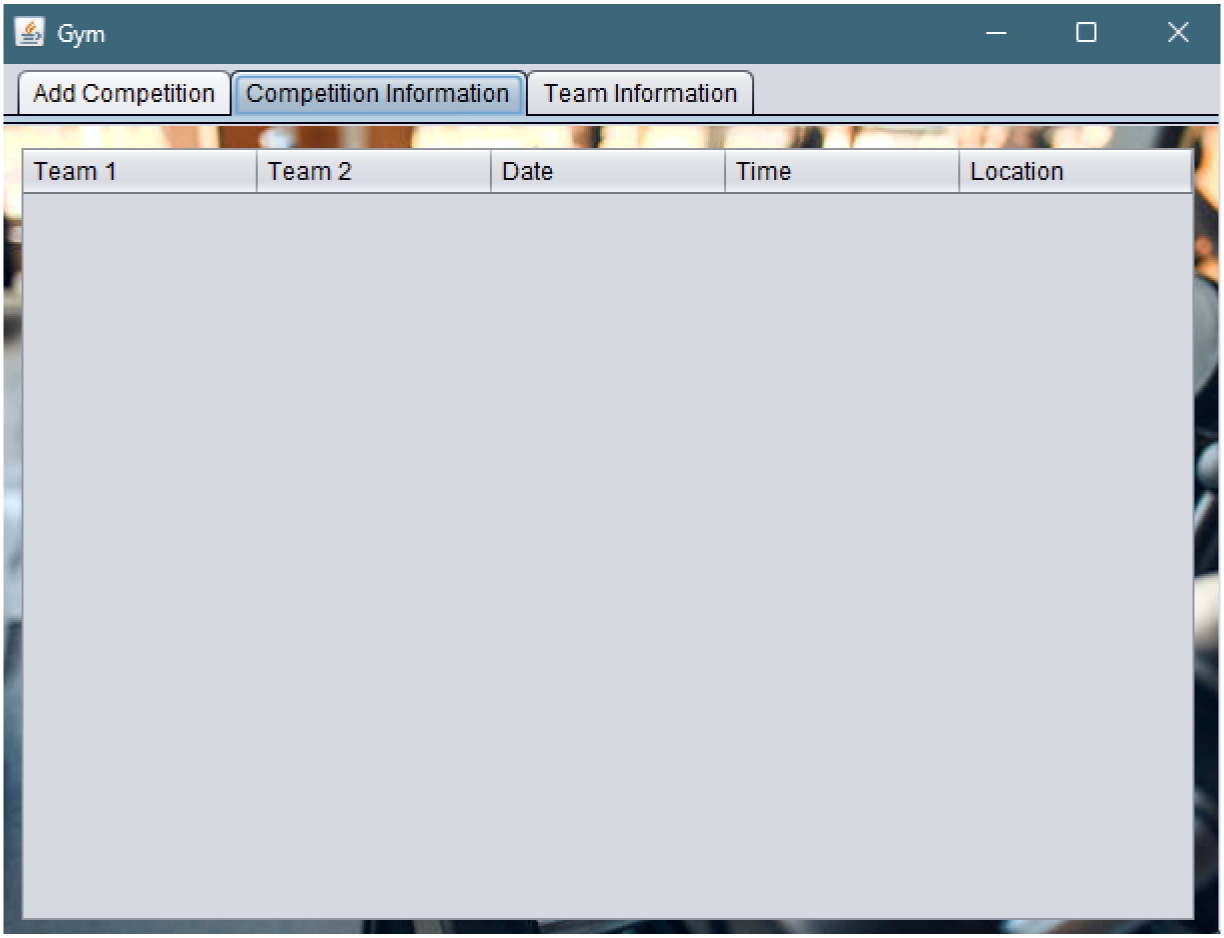
Upon opening this, you will be met with the following window with four different options. All of which will contain the same window but specified to the chosen facility.



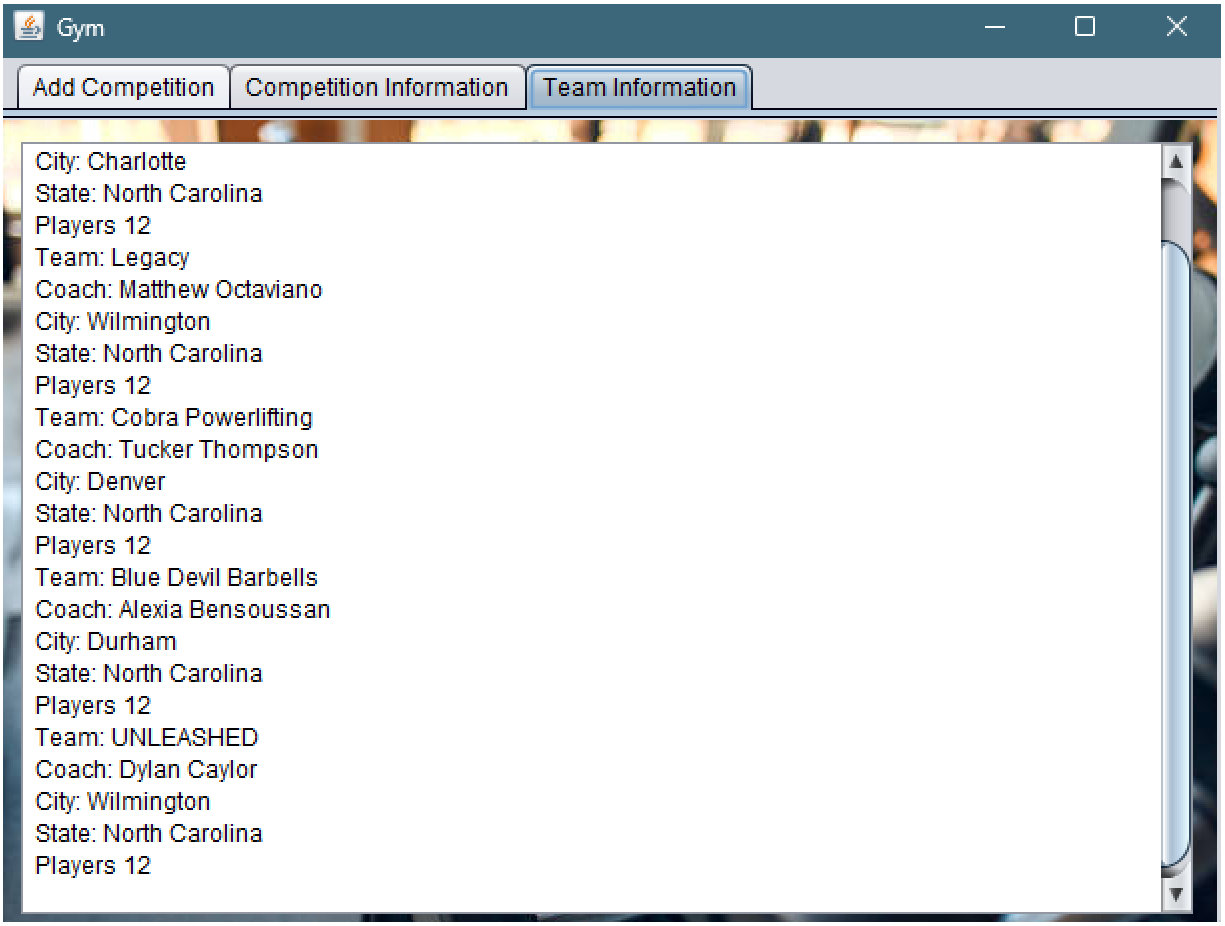
Using gym as an example, here is the opening screen for a facility.



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



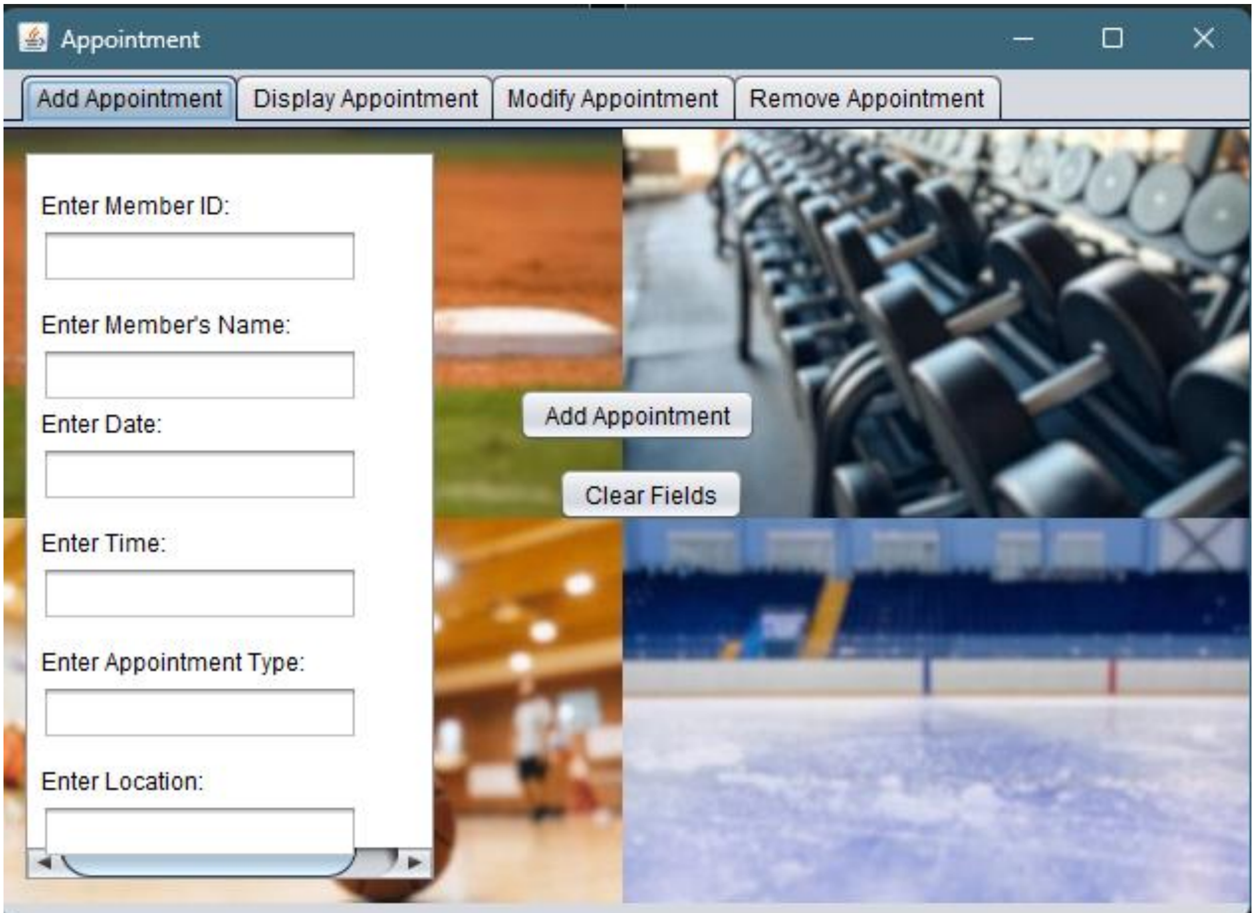
The next tab window contains all the information for competitions, including the teams, date/time, and the location.



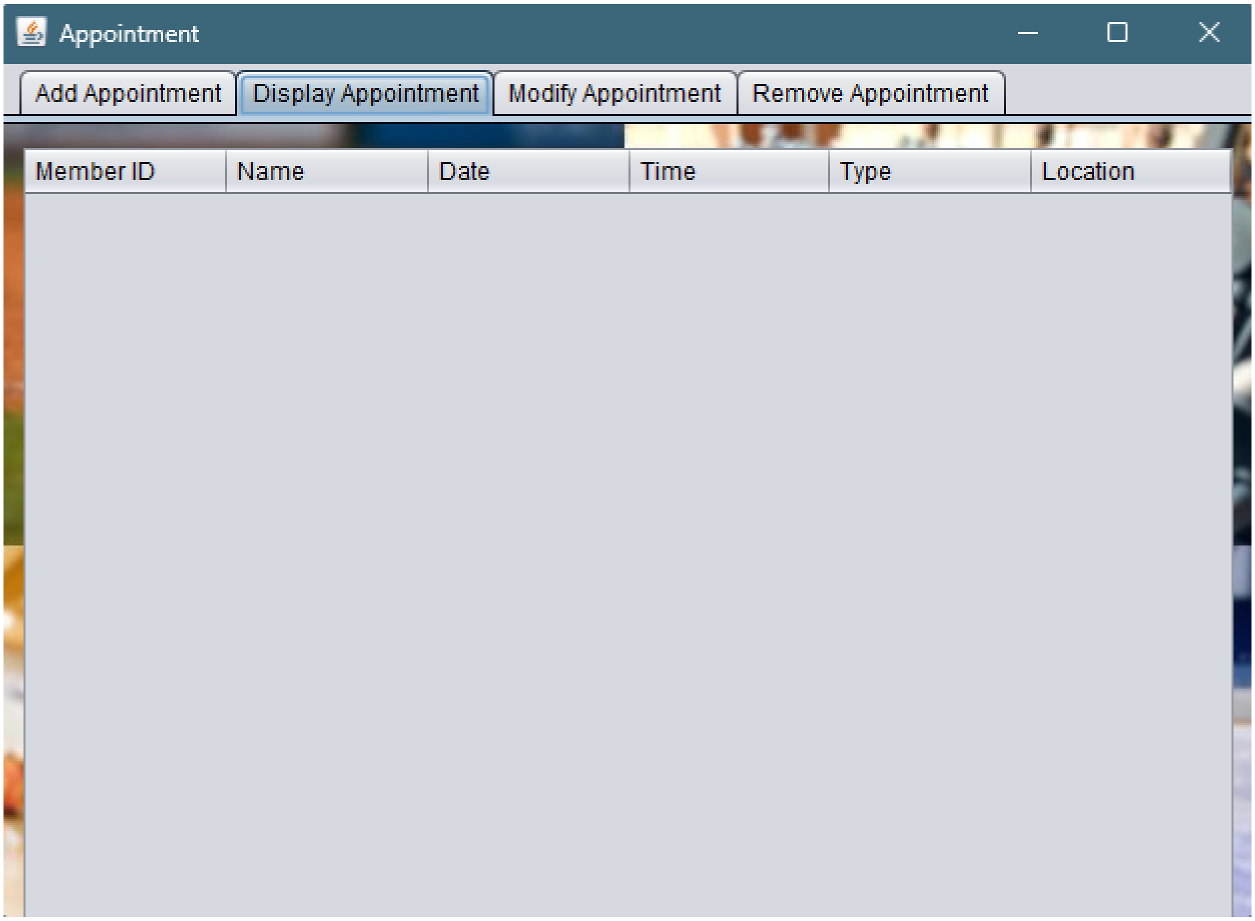
Lastly, the complete team information is on the last tab, going into the specific details of each one.

Scheduling Management

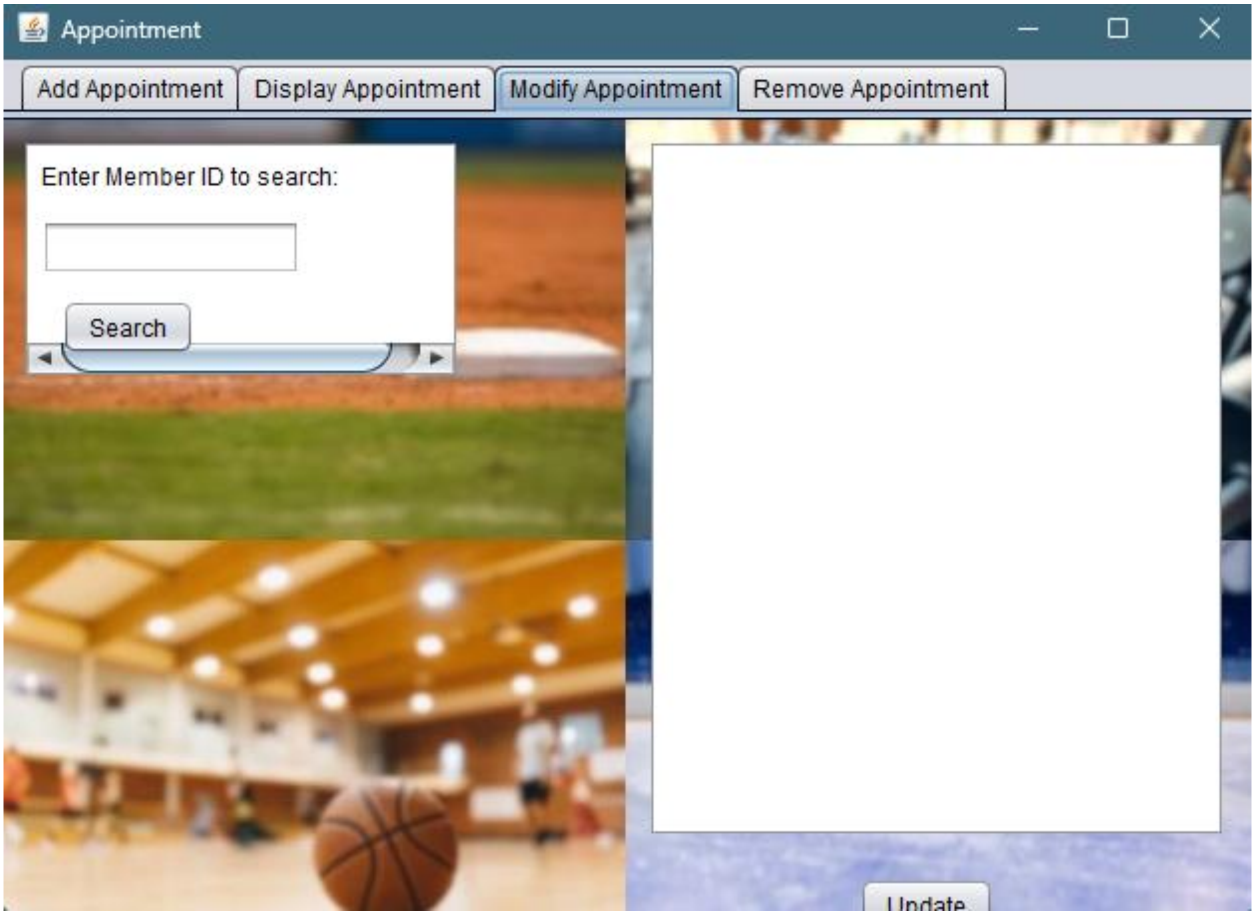
Upon opening this option within the system, you will be met with the following window.



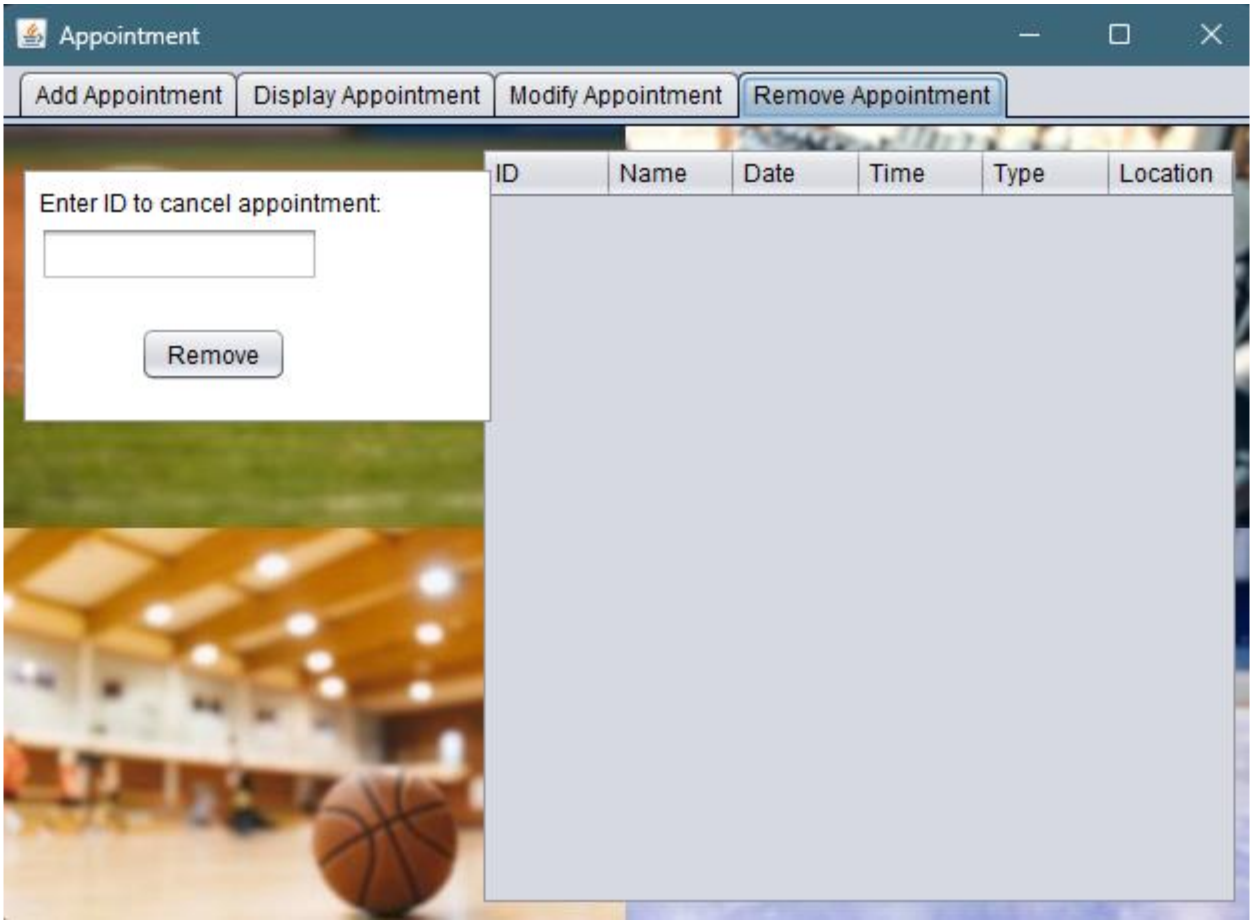
Here you can add an appointment by entering the appropriate information using the buttons and text boxes.



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



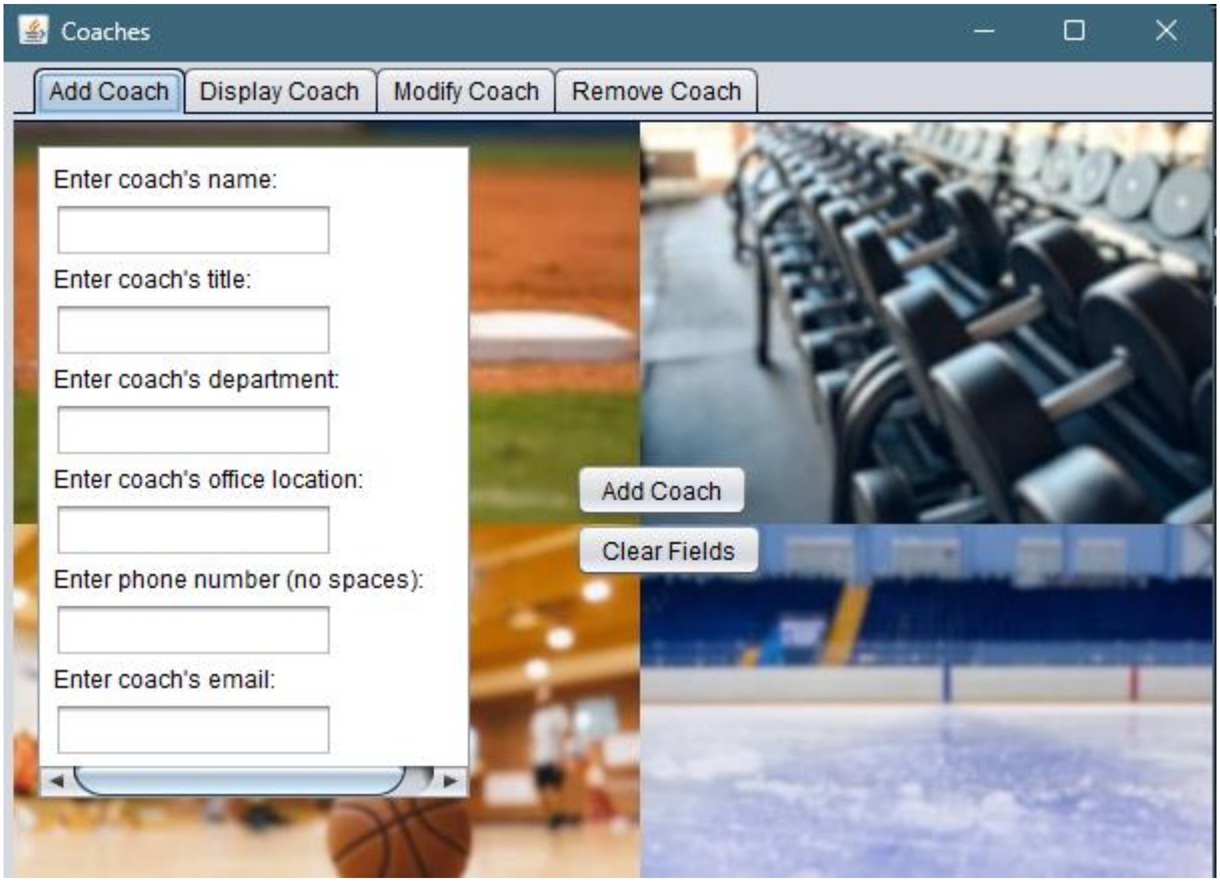
To modify an appointment, simply navigate to the next tab and use the member id to search. From there you will be able to update it.



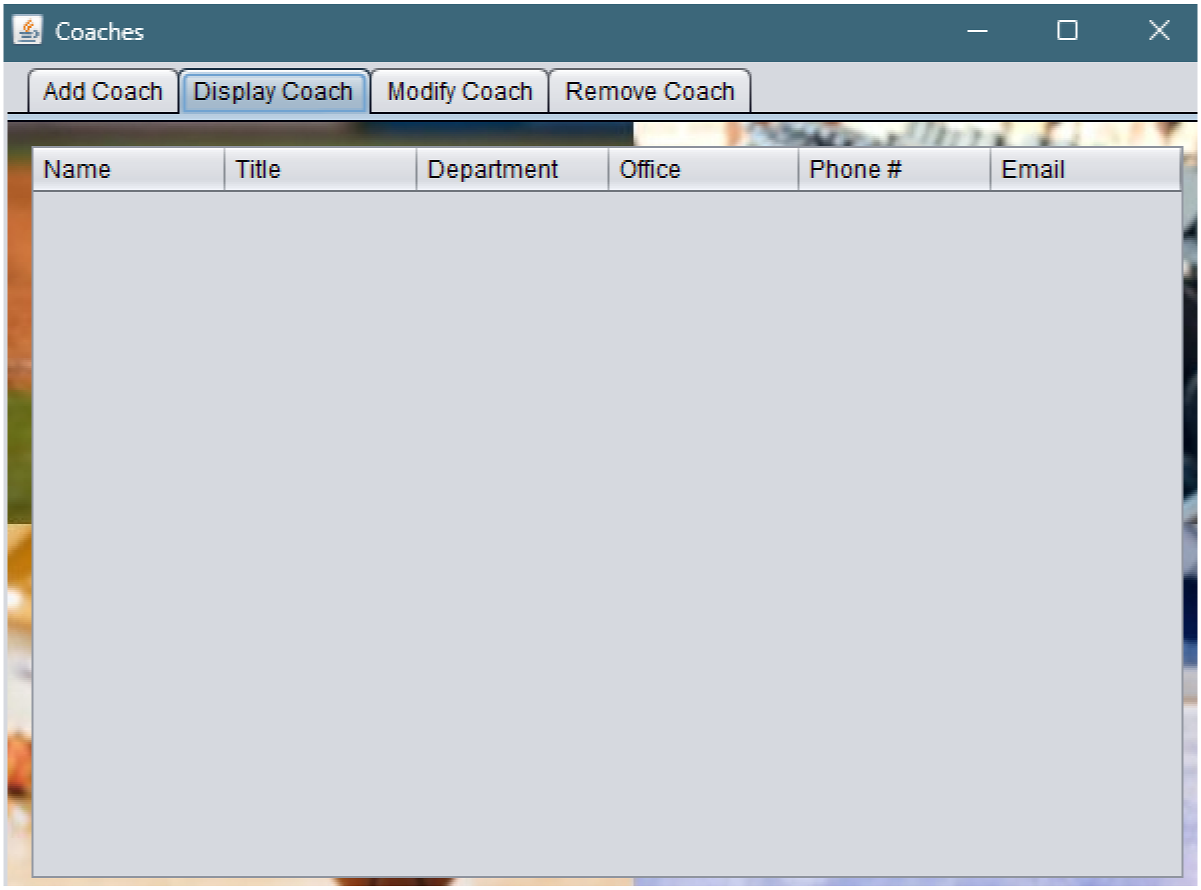
Lastly you can use the last tab in order to cancel or remove an appointment that has already been done. You can do this a similar way you would to modify one, by searching with a member id.

Coach Management

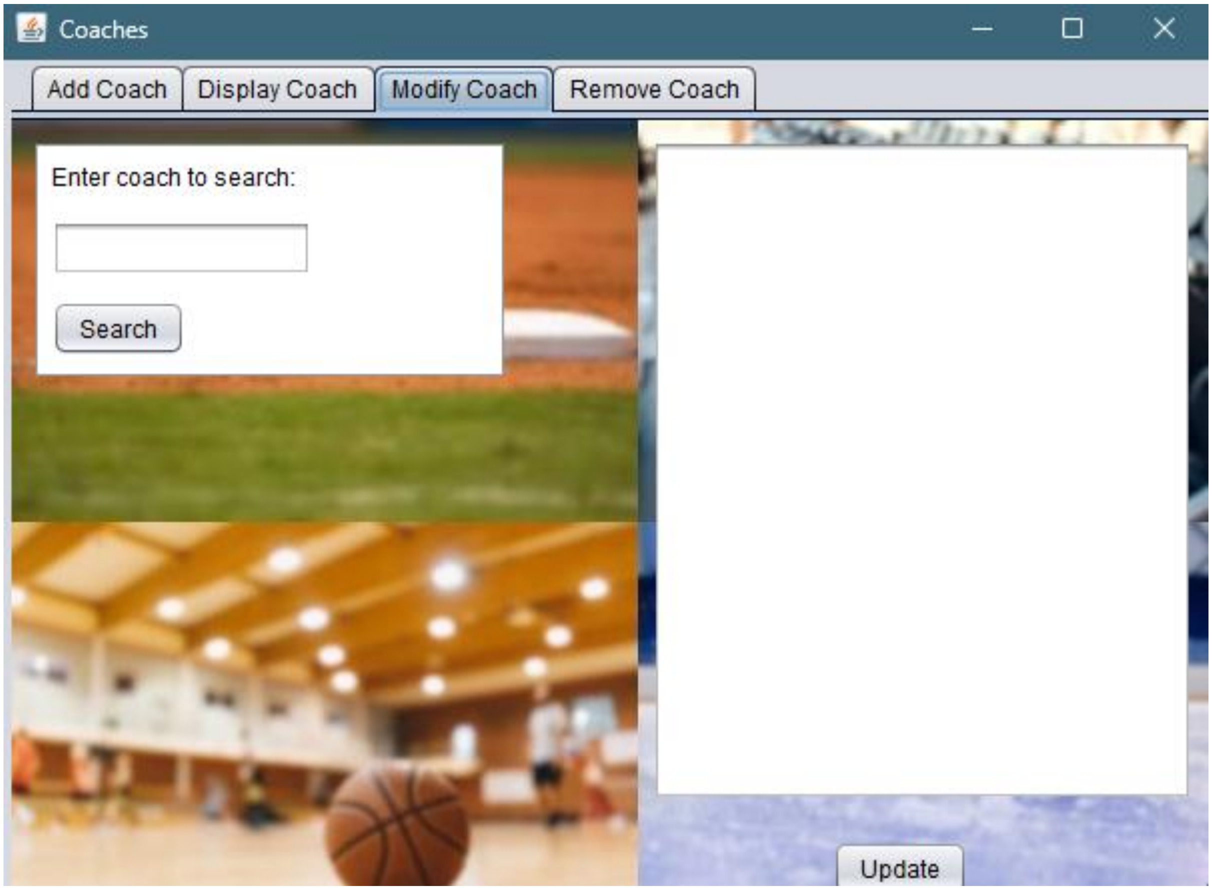
Lastly, this option will display the following window with different tabs.



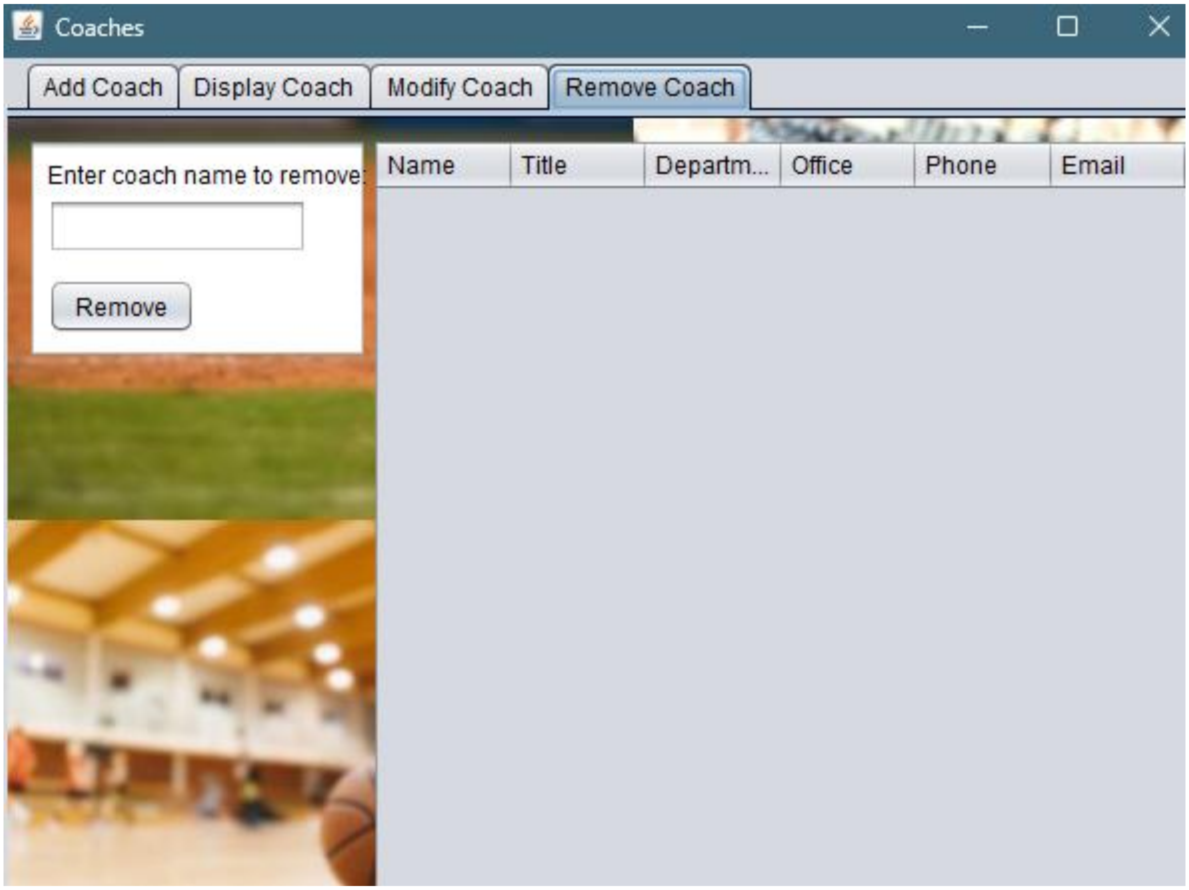
From here you can add coaches using the text boxes and the buttons co-responding to the desired operation.



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



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



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-