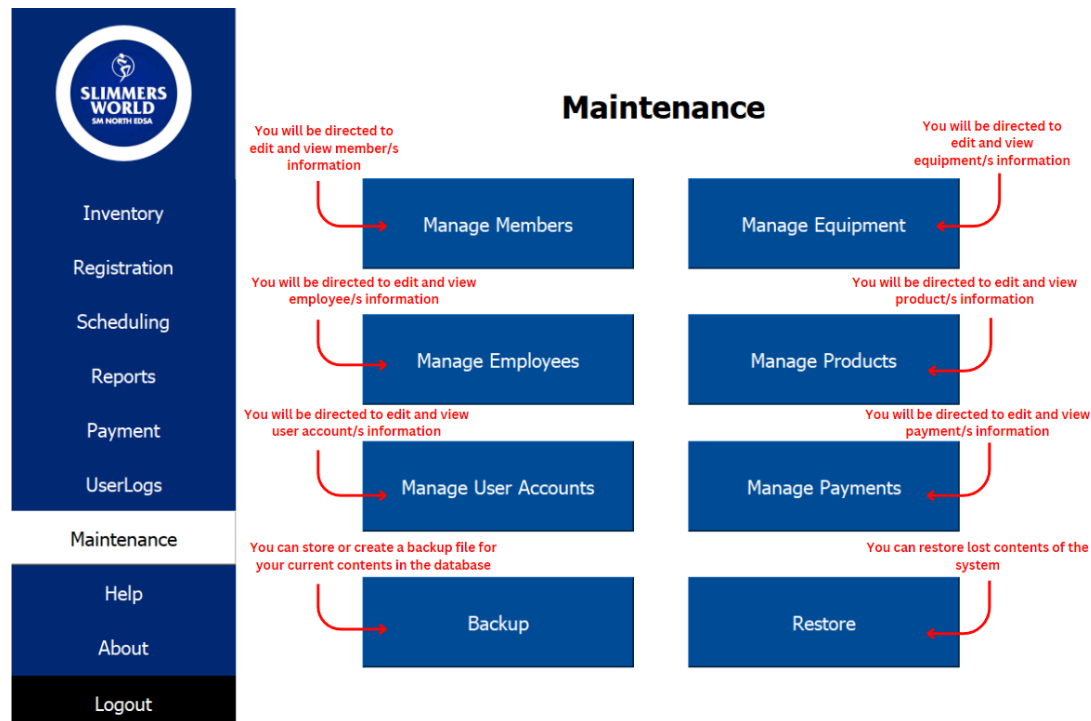


# **MAINTENANCE PAGE MANUAL**

## 1.0 Viewing the Main Maintenance Screen



The maintenance main screen displays multiple buttons that directs you to its distinctive function or purpose in the system. The buttons shown in the screen are:

- **Manage Members** – It directs you to the member management screen that allows you to view and edit specific member information.
- **Manage Employees** – It directs you to the employee management screen that allows you to view and edit specific employee information.
- **Manage User Accounts** – It directs you to the user account management screen that allows you to view and edit specific user account information.
- **Manage Equipments** – It directs you to the equipment management screen that allows you to view and edit specific equipment information.
- **Manage Products** – It directs you to the product management screen that allows you to view and edit specific product information.
- **Manage Payments** – It directs you to the payment management screen that allows you to view and edit specific member's information.

- **Backup**– It asks for a directory to store the backup database.
- **Restore** – It displays a select directory window that asks to get the backup file for the system

## 2.0 Viewing the General Management Screen as a Whole

**Manage Members**

Search: Member ID / Name

	Member ID	Full Name	Membership Type	Phone Number	Membership End Date	Actions
1	MEM-063024-0001	Liza Salenga	Lifetime	09665878542	2099-12-31	View
2	MEM-063024-0002	Mark Manuelle Regis	Lifetime	09302281564	2099-12-31	View
3	MEM-070124-0003	Elle Woods	Lifetime	096947594743	9999-12-31	View
4	MEM-070124-0004	Alexander Hamilton	Standard	09684968475	2030-07-07	View
5	MEM-070124-0005	Meredith Grey	Standard	09674867385	2024-07-01	View
6	MEM-070124-0006	Kim Chae Won	Standard	09675867352	2025-07-01	View
7	MEM-070124-0007	Eun Ji Jung	Standard	096874969475	2024-08-01	View
8	MEM-070124-0008	Angelina Jolie	Lifetime	096748674864	2099-12-31	View
9	MEM-070124-0009	Leonardo DiCaprio	Standard	09678486747	2024-07-01	View
10	MEM-070124-0010	Matt Leblanc	Standard	096748673565	2027-07-01	View
11	MEM-070124-0011	Hayley Williams	Lifetime	09674856345	2099-12-31	View
12	MEM-070124-0012	Anne Hathaway	Standard	09674967365	2026-07-01	View
13	MEM-070124-0013	Paul Atreidis	Lifetime	09665769475	2099-12-31	View
14	MEM-070124-0014	Johnny Depp	Standard	096748676476	2026-07-31	View
15	MEM-070124-0015	Maja Salvador	Lifetime	0956464445	2099-12-31	View
16	MEM-070124-0016	Gabriel Molina	Standard	09674968465	2024-07-31	View
17	MEM-070124-0017	Rohan Santos	Standard	096849674765	2026-07-02	View
18	MEM-070124-0018	Liza Soberano	Lifetime	09567578898	9999-12-31	View
19	MEM-070124-0019	Julia Barretto	Standard	09675878596	2029-07-01	View

The management screen of each entity display similar contents to all entities in the maintenance module. The major components of these screen that have significant use for the user are:

- **Search Entity** – This component searches for a given query and will display similar keywords that is placed in the component.
- **Add Entity** – This component directs the user to the registration page of the entity that lets the user to register an entity in the system.
- **View Entity** – This component directs the user to the information of the selected and displays all of the information gathered in that entity.
- **Back to Main Page** – This component directs the user to the main maintenance page.

### 3.0 Registering an Entity using one of the Management Screen

The screenshot shows the 'Member Registration' form. On the left is a dark blue sidebar with the 'SLIMMERS WORLD BM NORTH EDSA' logo and a menu: Inventory, Registration, Scheduling, Reports, Payment, UserLogs, Maintenance (highlighted), Help, About, and Logout. The main form area has a title 'Member Registration' and a 'Back' button. A red arrow points from the 'Back' button to the text 'Goes back to main management page of the entity'. The form contains several input fields: 'Membership ID' (pre-filled with 'MEM-070124-0020'), 'First Name', 'Middle Name', 'Last Name', 'Gender' (dropdown), 'Address', 'Birthdate' (dropdown with '01/07/2024'), 'Phone Number', 'Membership Type' (dropdown), 'Start Date' (dropdown with '01/07/2024'), and 'End Date' (dropdown with '01/07/2024'). To the right of these fields are two large empty boxes for 'Insert Image' and 'Insert Signature', each with a corresponding button. At the bottom right are 'Clear' and 'Register' buttons. A red arrow points from the 'Register' button to the text 'Registers the entity in the system'. Another red arrow points from the 'Clear' button to the text 'Clears all Input Fields'.

**Member Registration**

Membership ID: MEM-070124-0020

First Name Middle Name

Last Name Gender

Address Birthdate

Phone Number Membership Type

Start Date End Date

01/07/2024 01/07/2024

Insert Image

Insert Signature

Clear Register

Annotations:

- Goes back to main management page of the entity (points to Back button)
- Registers the entity in the system (points to Register button)
- Clears all Input Fields (points to Clear button)

The registration screen of each entity display similar contents to all entities in the maintenance module. In this screen, the user will input all of the necessary information of the entity. The major components of these screen that have significant use for the user are:

- **Register Entity**– This component if clicked validates the user’s input before it registers the entity. If the validation is a success the entity will be registered in the system.
- **Clear Input Fields** – This component clears all of the input field’s content and will be blank once clicked.
- **Back to Management Page of Entity** – This component directs the user to the main management page of the entity chosen earlier.

## 4.0 Viewing an Entity using one of the Management Screen

**Directs the user back to the main management page of the entity**

**Member Details**

Membership ID: MEM-070124-0005

First Name: Meredith Middle Name: Sheperd

Last Name: Grey Gender: Female

Address: Seattle Grace, Hospital Birthdate: 1985-07-01

Phone Number: 09674867385 Membership Type: Standard

Start Date: 2024-07-01 End Date: 2024-07-01

**Lets the user edit the information of the entity**

Edit

The view screen of each entity display similar contents to all entities in the maintenance module. In this screen, the user will be able to view all of the entity's information and can modify it if wanted. The major components of these screen that have significant use for the user are:

- **Edit Entity** – This component directs the user to the edit entity page that let's the user edit most of the information of the entity.
- **Back to Management Page of Entity** – This component directs the user to the main management page of the entity chosen earlier.

## 5.0 Editing an Entity using one of the Management Screen

**SLIMMERS WORLD**  
SAN MOURTH EDSA

Inventory  
Registration  
Scheduling  
Reports  
Payment  
UserLogs  
Maintenance  
Help  
About  
Logout

**Edit Member Details**

Membership ID: MEM-070124-0013

First Name: Paul Middle Name: Wonka

Last Name: Atreidis Gender: Male

Address: Marikina City Birthdate: 08/06/1990

Phone Number: 09665769475 Membership Type: Lifetime

Start Date: 01/07/2024 End Date: 31/12/2099

Insert Image  
Insert Signature

Back

Cancel Update Member

Directs the user back to the view page of the entity

Lets the user update the information of the entity

Directs the user back to the view page of the entity

The edit screen of each entity display similar contents to all entities in the maintenance module. In this screen, the user will be able to edit most of the entity's information and can modify it if wanted. The major components of these screen that have significant use for the user are:

- **Update Entity** – Once clicked, the information inserted by the user will be validated first to see if there are no blank inputs in the fields. If the inputs are valid, the information will be updated in the system.
- **Back to Management Page of Entity** – This component directs the user to the view page of the entity chosen earlier.
- **Cancel** – This component directs the user to the view page of the entity chosen earlier.