

Appendix A

User Guide

Group 4

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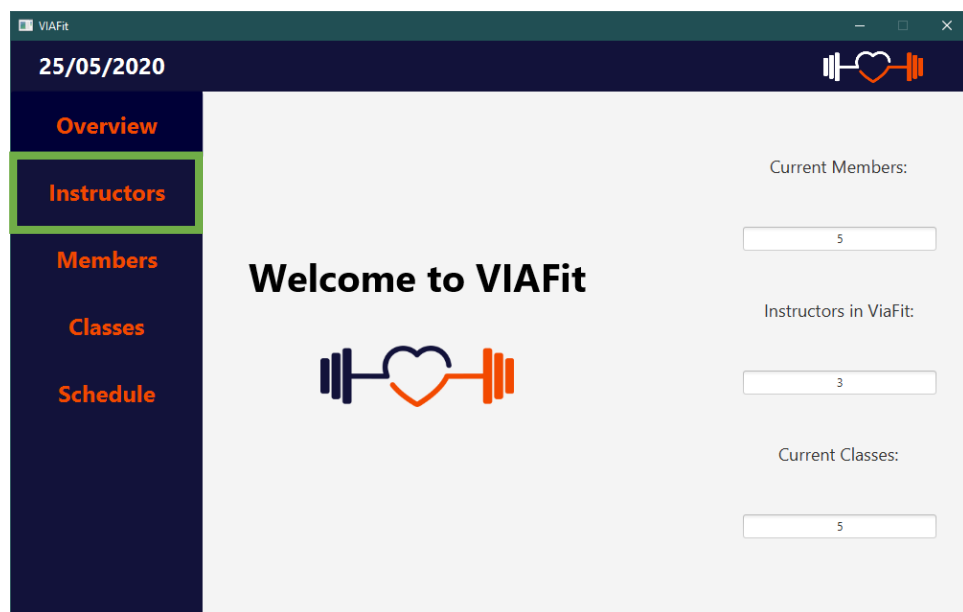
Intro

This is a software created with the scope of helping VIAFit keep track of its members, instructors, classes and schedule.

User Guide

1. How to register an instructor into the system

- I. Open the software
- II. Click the “Instructors” side button



III. Fill all field with the Instructor's data

VIAFit

25/05/2020

Overview

Instructors

Members

Classes

Schedule

Register

Find and edit

First name:

Last name:

Address:

E-mail:

Phone number:

Instructor's classes:

Add

Save

- a. If you want to add multiple classes add them one at the time in the “Instructor's classes” input field and click the “Add” button after each one

Instructor's classes:

Yoga

Add

IV. Click the “Save” button

VIAFit

25/05/2020

Overview

Instructors

Members

Classes

Schedule

Register

Find and edit

First name:

Last name:

Address:

E-mail:

Phone number:

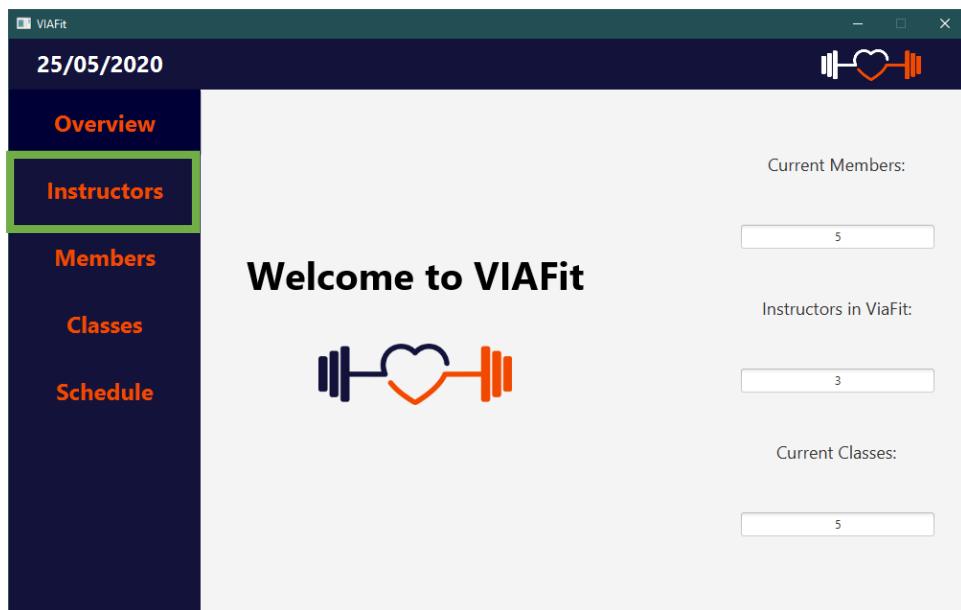
Instructor's classes:

Add

Save

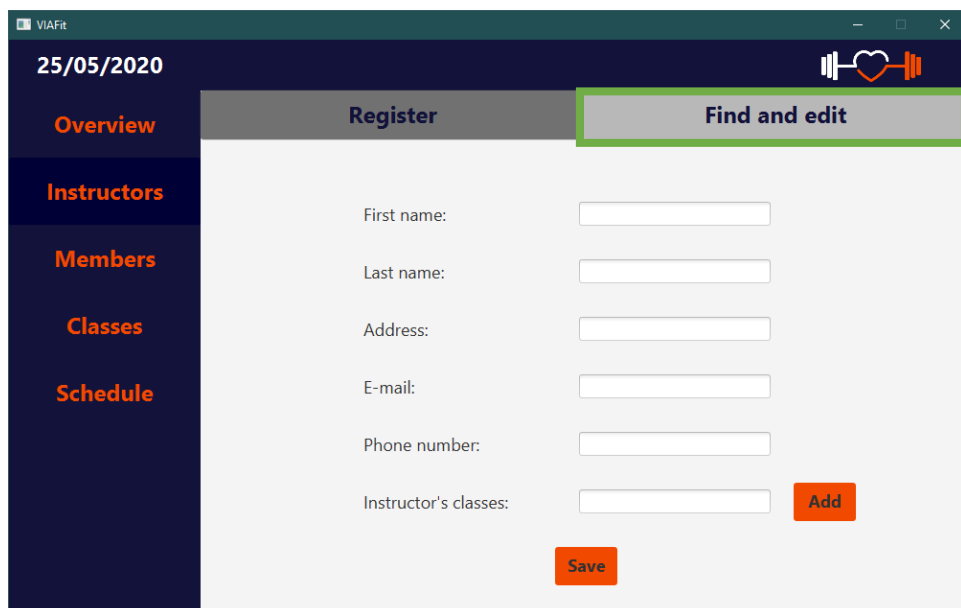
2. How to find an instructor

- I. Click the “Instructors” side button



The screenshot shows the VIAFit dashboard interface. The top bar displays the date '25/05/2020' and a logo. The left sidebar contains navigation buttons: 'Overview', 'Instructors' (highlighted with a green border), 'Members', 'Classes', and 'Schedule'. The main content area features a 'Welcome to VIAFit' message with a logo. On the right, there are three input fields: 'Current Members' (value 5), 'Instructors in ViaFit' (value 3), and 'Current Classes' (value 5).

- II. Click the “Find and edit” button



The screenshot shows the VIAFit 'Find and edit' form. The top bar displays the date '25/05/2020' and a logo. The left sidebar contains navigation buttons: 'Overview', 'Instructors' (highlighted with a green border), 'Members', 'Classes', and 'Schedule'. The main content area has two tabs: 'Register' and 'Find and edit' (highlighted with a green border). The form includes input fields for 'First name:', 'Last name:', 'Address:', 'E-mail:', 'Phone number:', and 'Instructor's classes:'. There are 'Add' and 'Save' buttons.

III. Choose if you want to search by name or phone number

a. Search by name

i. Fill the two input field for the first and last name

VIAFit

25/05/2020

Overview

Instructors

Members

Classes

Schedule

Register

Find and edit

Search By Name

Search By Phone Number

First name:

Last name:

Search

ii. Click the “Search” button

VIAFit

25/05/2020

Overview

Instructors

Members

Classes

Schedule

Register

Find and edit

Search By Name

Search By Phone Number

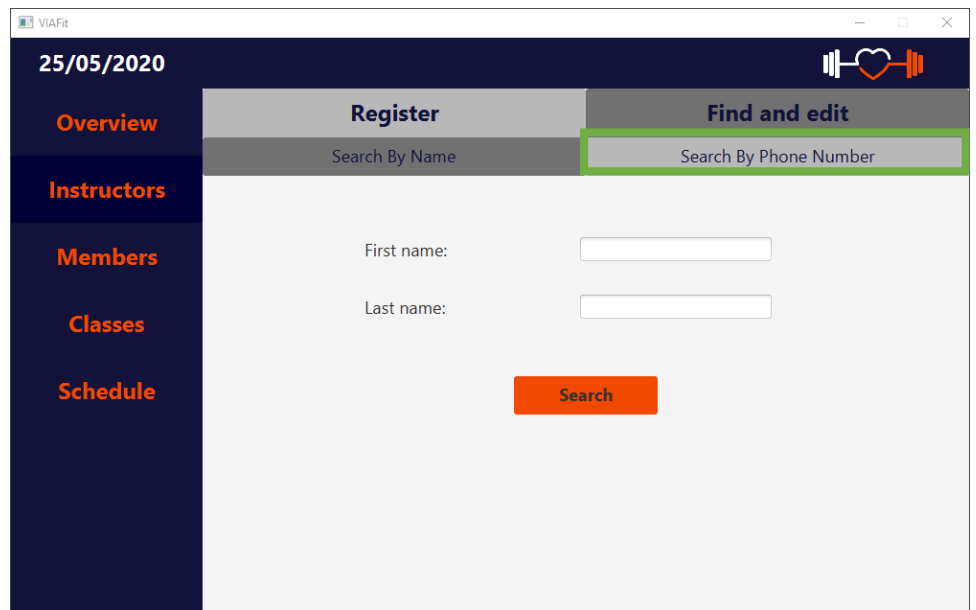
First name:

Last name:

Search

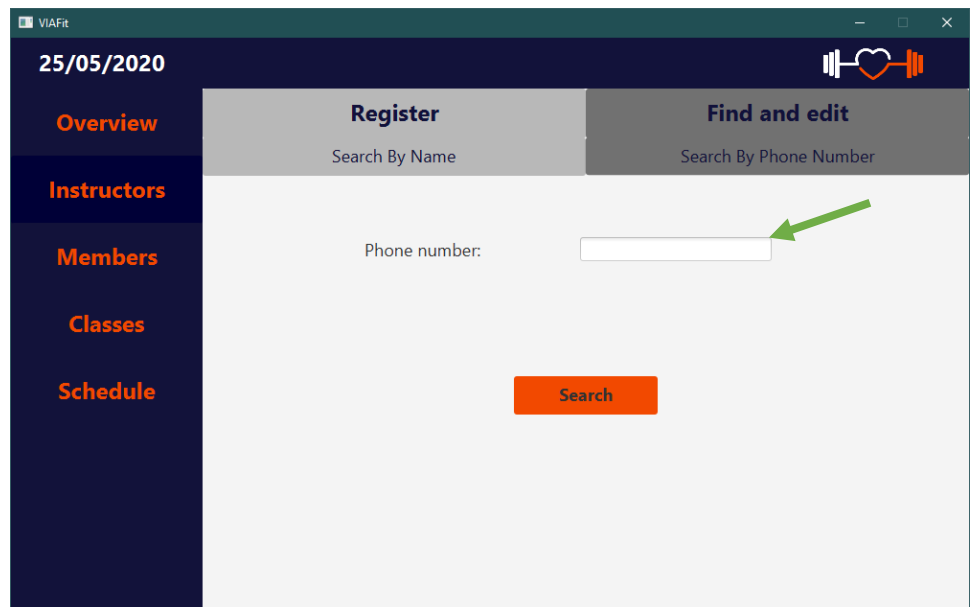
b. Search by phone number

i. Click the “Search By Phone Number” button



The screenshot shows the VIAFit application interface. The top bar displays the date '25/05/2020' and a logo. A sidebar on the left contains navigation links: Overview, Instructors, Members, Classes, and Schedule. The main content area has two tabs: 'Register' and 'Find and edit'. Under the 'Find and edit' tab, there are two buttons: 'Search By Name' and 'Search By Phone Number'. The 'Search By Phone Number' button is highlighted with a green border. Below these buttons, there are input fields for 'First name:' and 'Last name:', and an orange 'Search' button.

ii. Fill the field for the phone number



The screenshot shows the VIAFit application interface, similar to the previous one. The 'Search By Phone Number' button is now selected, and the main content area displays a 'Phone number:' label next to an input field. A green arrow points to this input field, indicating where to enter the phone number. The orange 'Search' button remains at the bottom.

- iii. Click the “Search” button

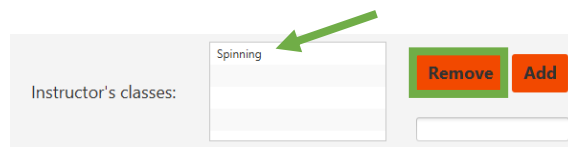
The screenshot shows the VIAFit application interface. On the left is a dark blue sidebar with a date '25/05/2020' at the top and a list of menu items: Overview, Instructors, Members, Classes, and Schedule. The 'Instructors' item is highlighted. The main content area has a top bar with 'Register' and 'Find and edit' tabs. The 'Find and edit' tab is active, showing a search form with a label 'Phone number:', an input field, and a green 'Search' button.

3. How to edit an instructor

- I. Find the instructor you want to edit (See Guide Question 2)
- II. Edit the field(s) you want

The screenshot shows the VIAFit application interface with the 'Instructors' menu item highlighted in the sidebar. The 'Find and edit' tab is active, displaying a form for editing an instructor. The form includes fields for First name (Bob), Last name (Sixpack), Address (Horsens), E-mail (bob.sixpack@via.dk), and Phone number (45785962). Below these fields is a section for 'Instructor's classes' with a dropdown menu showing 'Spinning' and an empty input field. At the bottom of the form are 'Save' and 'Delete' buttons. To the right of the 'Instructor's classes' section are 'Remove' and 'Add' buttons. Five green arrows point to the input fields for First name, Last name, Address, E-mail, and Phone number, indicating the fields to be edited.

- a. If you want to remove a class taught by the Instructor click on it and click the “Remove” button



Instructor's classes:

Spinning	Remove	Add

Below the table is an empty input field.

- b. If you want to add a class to the instructor write its name in the input field and click the “Add” button

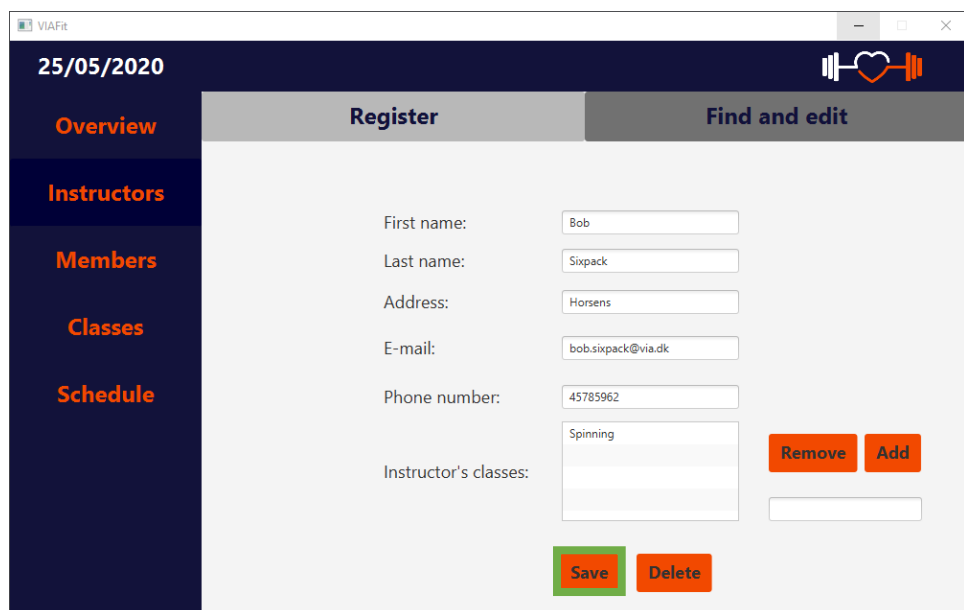


Instructor's classes:

Spinning	Remove	Add

Below the table is an empty input field, which is highlighted by a green arrow.

III. Click the “Save” button



VIAFit

25/05/2020

Overview Instructors Members Classes Schedule

Register Find and edit

First name: Bob

Last name: Sixpack

Address: Horsens

E-mail: bob.sixpack@via.dk

Phone number: 45785962

Instructor's classes:

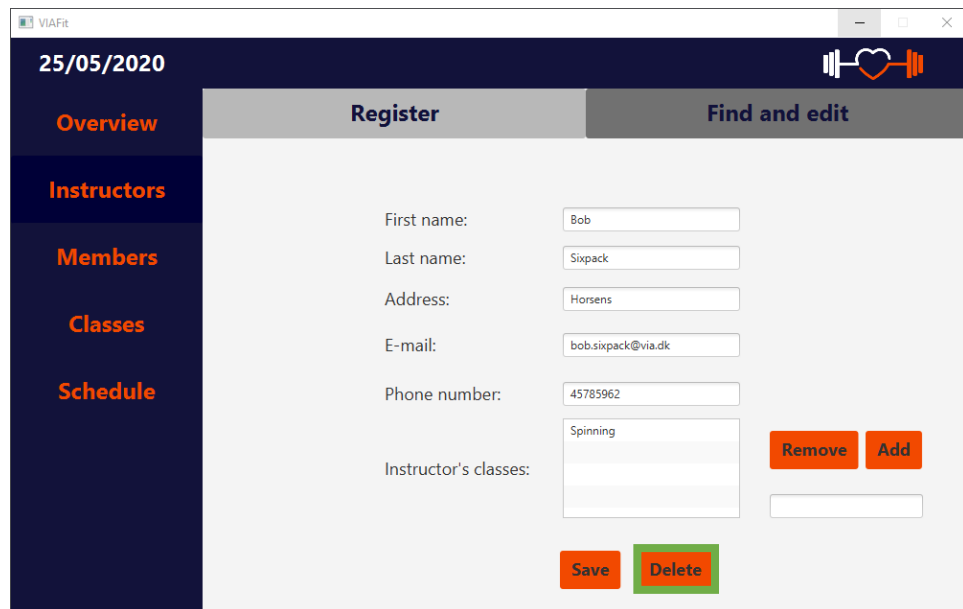
Spinning	Remove	Add

Below the table is an empty input field.

Save Delete

4. How to remove an instructor

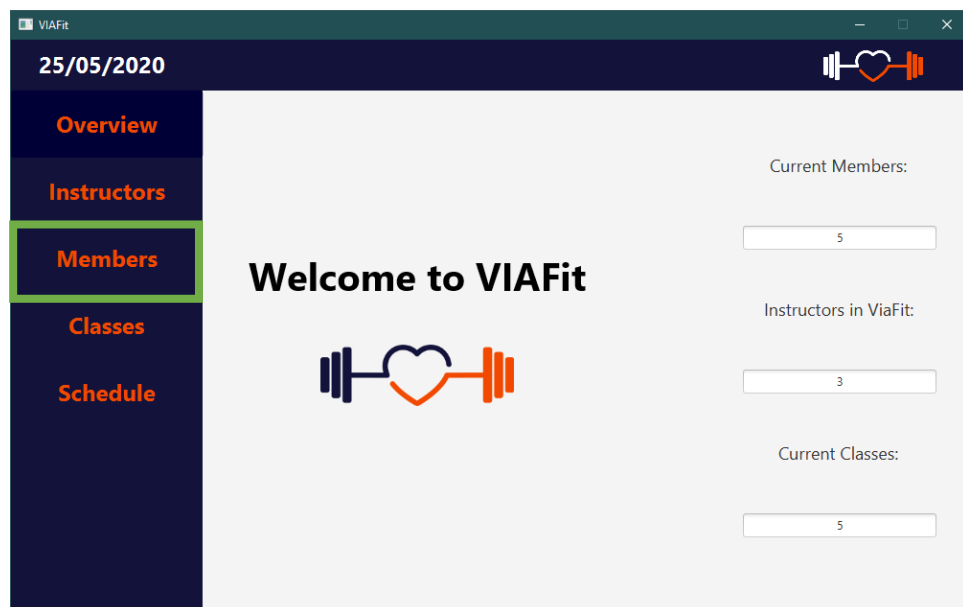
- I. Find the instructor you want to remove (See Guide Question 2)
- II. Click the “Delete” button



The screenshot shows the VIAFit web application interface. On the left is a dark blue sidebar with navigation links: Overview, Instructors, Members, Classes, and Schedule. The 'Instructors' link is highlighted. The main content area has a top bar with the date '25/05/2020' and a logo. Below this is a tabbed interface with 'Register' and 'Find and edit'. The 'Find and edit' tab is active, displaying a form for an instructor named Bob Sixpack. The form includes fields for First name, Last name, Address, E-mail, and Phone number, all of which are populated. There is also a dropdown menu for 'Spinning' and a section for 'Instructor's classes' with a table. At the bottom right of the form are 'Remove' and 'Add' buttons. At the bottom center are 'Save' and 'Delete' buttons. The 'Delete' button is highlighted with a green border.

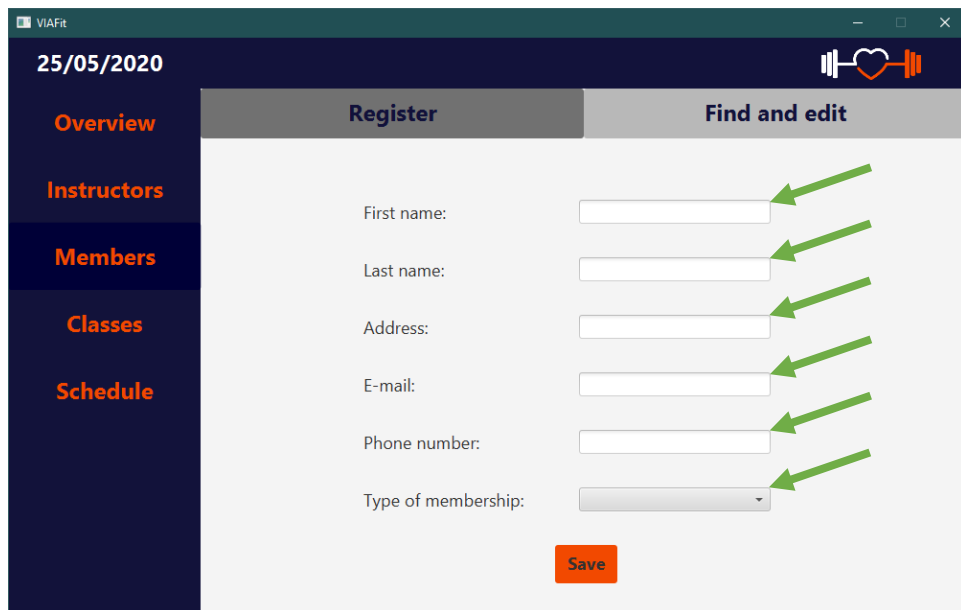
5. How to register a member into the system

- I. Open the software
- II. Click the “Members” side button:



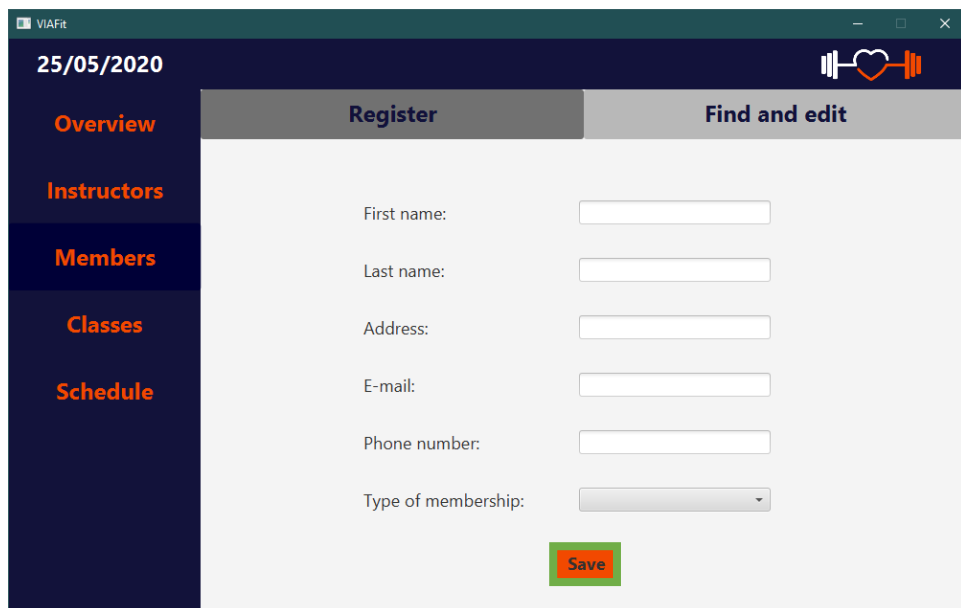
The screenshot shows the VIAFit web application interface with the 'Members' link highlighted in the sidebar. The main content area features a large 'Welcome to VIAFit' message with a logo. On the right side, there are three summary statistics: 'Current Members:' with a value of 5, 'Instructors in ViaFit:' with a value of 3, and 'Current Classes:' with a value of 5. Each statistic is displayed next to a text label and a numerical input field.

III. Fill all field with the Instructor's data



The screenshot shows the VIAFit application window. The top bar displays the date '25/05/2020' and a logo. A sidebar on the left contains navigation links: 'Overview', 'Instructors', 'Members', 'Classes', and 'Schedule'. The main content area is titled 'Register' and contains the following fields: 'First name:', 'Last name:', 'Address:', 'E-mail:', 'Phone number:', and 'Type of membership:'. Each of these fields has a green arrow pointing to its input area. At the bottom right of the form is an orange 'Save' button.

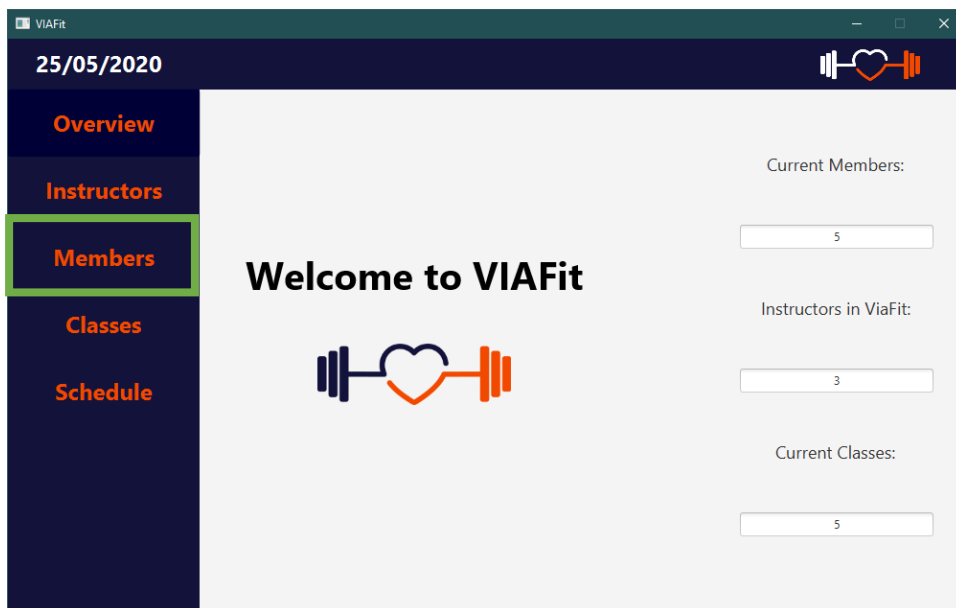
IV. Click the "Save" button



This screenshot is identical to the previous one, showing the VIAFit 'Register' form. The only difference is that the orange 'Save' button at the bottom right is now enclosed in a green rectangular box, indicating it is the target for the next action.

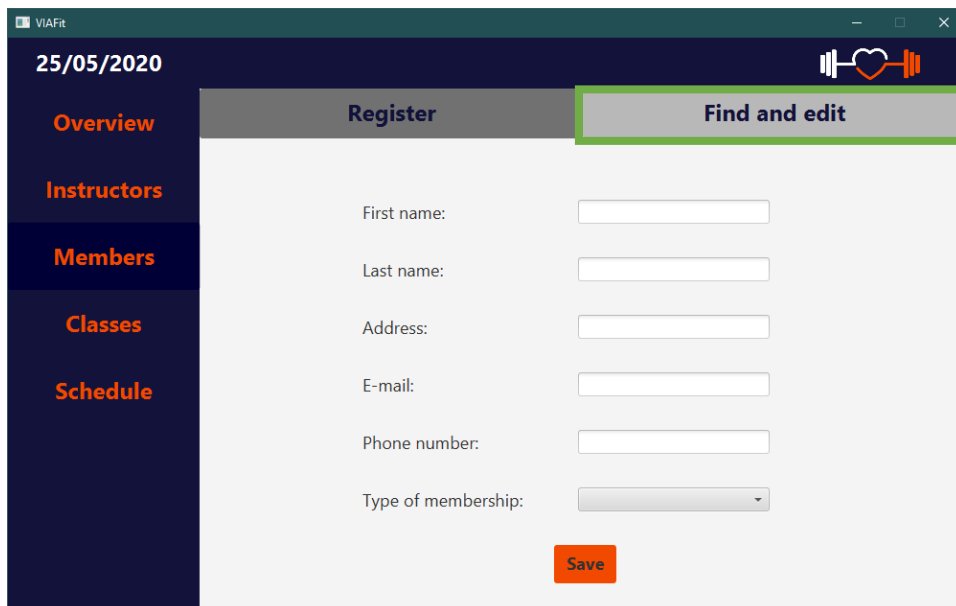
6. How to find a member

- I. Click the “Members” side button:



The screenshot shows the VIAFit dashboard interface. On the left, a dark blue sidebar contains navigation buttons: Overview, Instructors, Members (highlighted with a green border), Classes, and Schedule. The main content area has a dark blue header with the date 25/05/2020 and a heart-and-barbell logo. Below the header, the text 'Welcome to VIAFit' is displayed with the same logo. On the right side of the main area, there are three input fields: 'Current Members:' with the value 5, 'Instructors in ViaFit:' with the value 3, and 'Current Classes:' with the value 5.

- II. Click the “Find and edit” button:

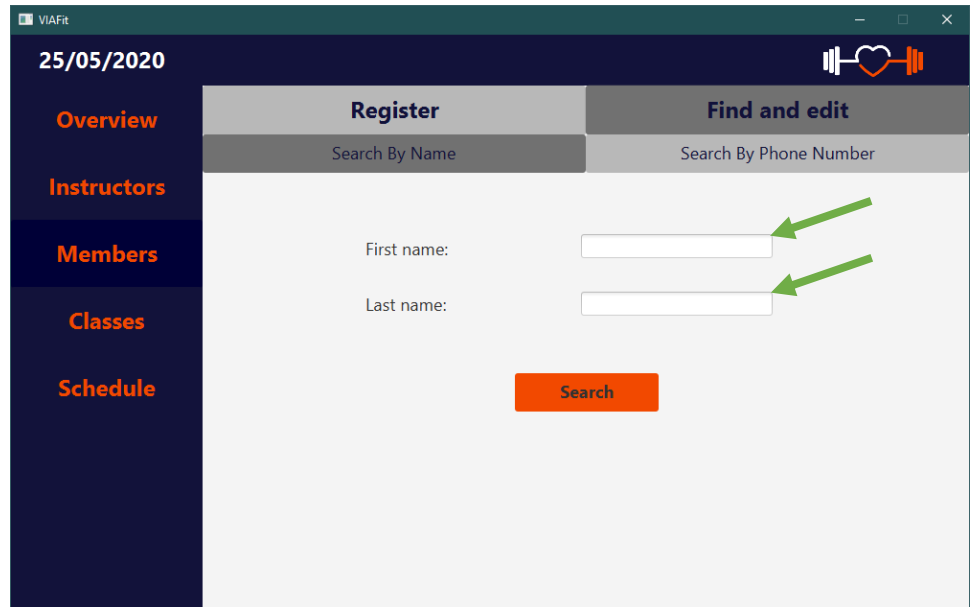


The screenshot shows the VIAFit 'Find and edit' form. The sidebar is the same as in the previous screenshot. The main content area has a dark blue header with the date 25/05/2020 and the heart-and-barbell logo. Below the header, there are two tabs: 'Register' and 'Find and edit' (highlighted with a green border). The 'Find and edit' form contains the following fields: 'First name:', 'Last name:', 'Address:', 'E-mail:', 'Phone number:', and 'Type of membership:' (a dropdown menu). A red 'Save' button is located at the bottom right of the form.

III. Choose if you want to search by name or phone number

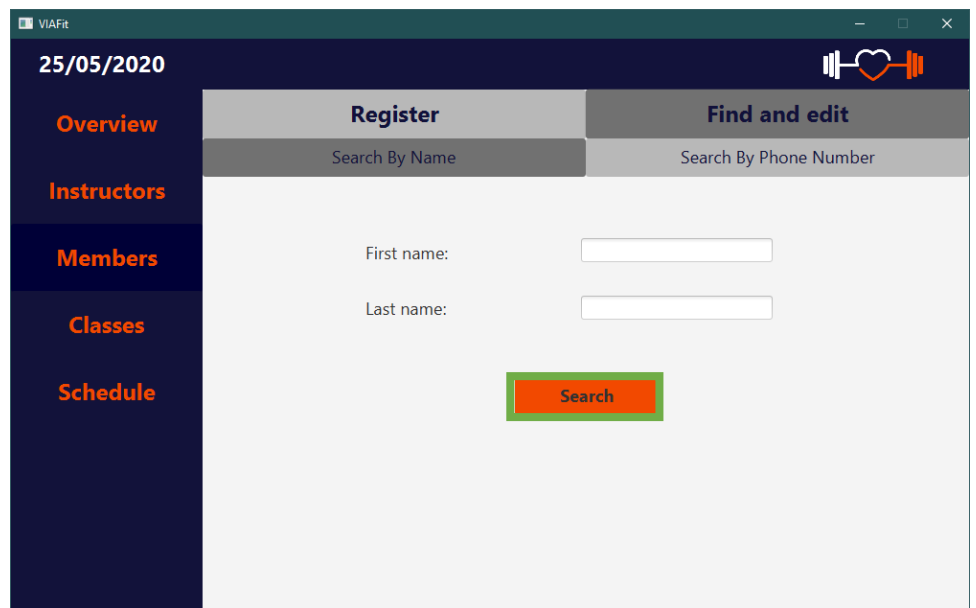
a. Search by name

i. Fill the two input field for the first and last name



The screenshot shows the VIAFit application window. The top bar displays the date 25/05/2020 and a heart icon. The left sidebar contains navigation links: Overview, Instructors, Members, Classes, and Schedule. The main content area has two tabs: 'Register' and 'Find and edit'. Under 'Find and edit', there are two sub-tabs: 'Search By Name' and 'Search By Phone Number'. The 'Search By Name' sub-tab is active, showing two input fields labeled 'First name:' and 'Last name:'. Two green arrows point to these input fields. Below the input fields is an orange 'Search' button, which is highlighted with a green box.

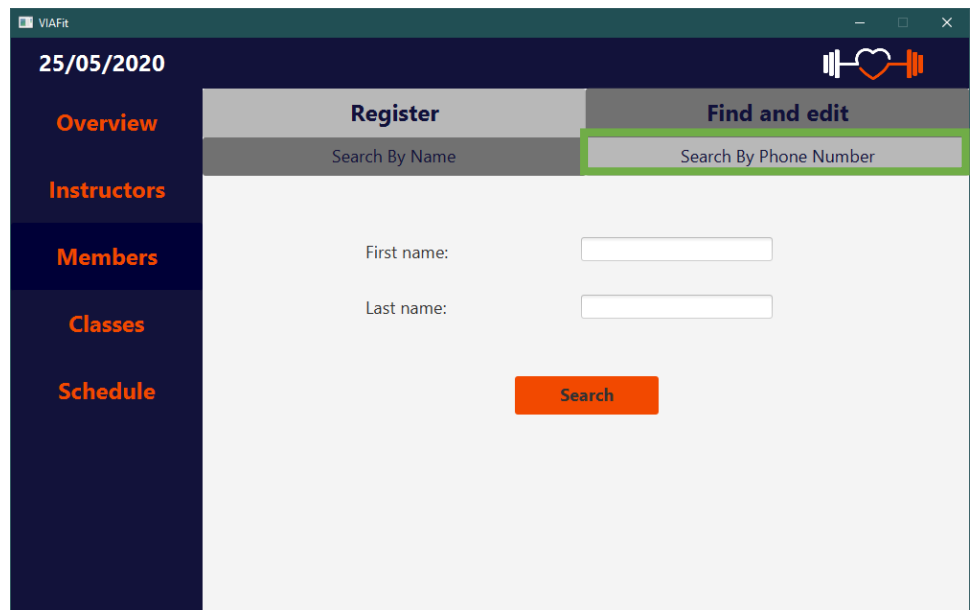
ii. Click the “Search” button



This screenshot is identical to the previous one, showing the VIAFit application window with the 'Find and edit' search interface. The 'Search By Name' sub-tab is active, and the 'Search' button is highlighted with a green box.

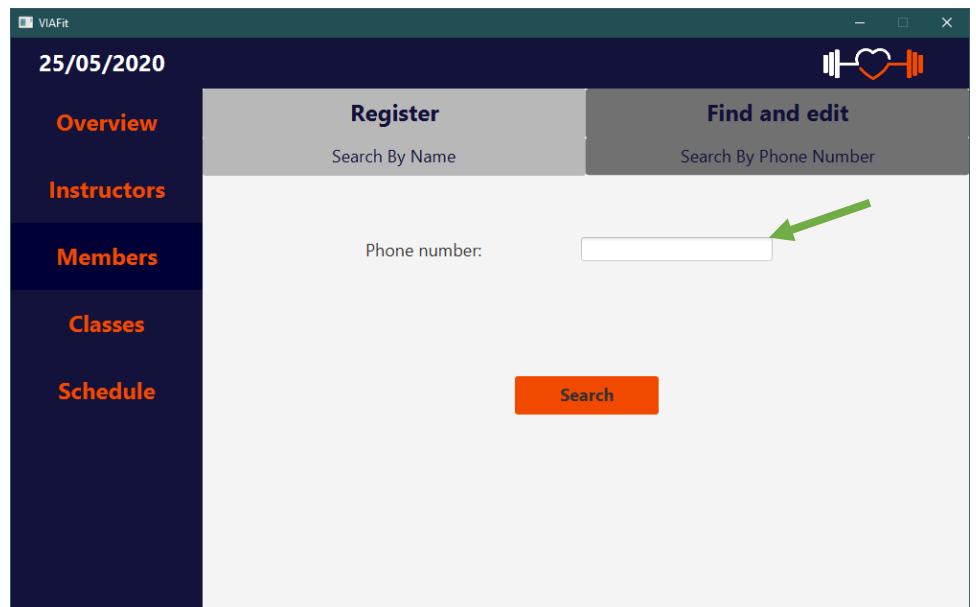
b. Search by phone number

i. Click the “Search By Phone Number” button



The screenshot shows the VIAFit web application interface. On the left is a dark blue sidebar with a date '25/05/2020' at the top and a list of menu items: Overview, Instructors, Members, Classes, and Schedule. The main content area has a top navigation bar with 'Register' and 'Find and edit' tabs. Under 'Find and edit', there are two buttons: 'Search By Name' and 'Search By Phone Number'. The 'Search By Phone Number' button is highlighted with a green border. Below these buttons, there are input fields for 'First name:' and 'Last name:', and an orange 'Search' button.

ii. Fill the field for the phone number



The screenshot shows the VIAFit web application interface, similar to the previous one. The 'Search By Phone Number' button is now selected, and the 'Find and edit' tab is active. The main content area now shows a 'Phone number:' label next to an input field. A green arrow points to this input field, indicating where to enter the phone number. The orange 'Search' button remains at the bottom.

- iii. Click the “Search” button

The screenshot shows the VIAFit application window. The title bar says "VIAFit". The date "25/05/2020" is displayed in the top left. The top right has a logo with a heart and dumbbells. A sidebar on the left contains links: Overview, Instructors, Members, Classes, and Schedule. The main area has two tabs: "Register" (with "Search By Name") and "Find and edit" (with "Search By Phone Number"). The "Find and edit" tab is active. It contains a text input field labeled "Phone number:" and a green "Search" button.

7. How to edit a member

- I. Find the member you want to edit (See Guide Question 6)
- II. Edit the field(s) you want

The screenshot shows the VIAFit application window with the "Find and edit" tab active. The form contains the following fields: First name (John), Last name (Doe), Address (Horsens), E-mail (john.doe@via.dk), Phone number (8146123), and Type of membership (Standard). Green arrows point to each of these fields. At the bottom are "Save" and "Delete" buttons.

- III. Click the “Save” button

The screenshot shows the VIAFit web application interface. On the left is a dark blue sidebar with navigation links: Overview, Instructors, Members, Classes, and Schedule. The top of the sidebar displays the date 25/05/2020. The main content area has a header with the date 25/05/2020, a logo, and two tabs: Register (active) and Find and edit. The Register form contains the following fields: First name (John), Last name (Doe), Address (Horsens), E-mail (john.doe@via.dk), Phone number (8146123), and Type of membership (Standard). At the bottom of the form are two buttons: Save (highlighted with a green border) and Delete.

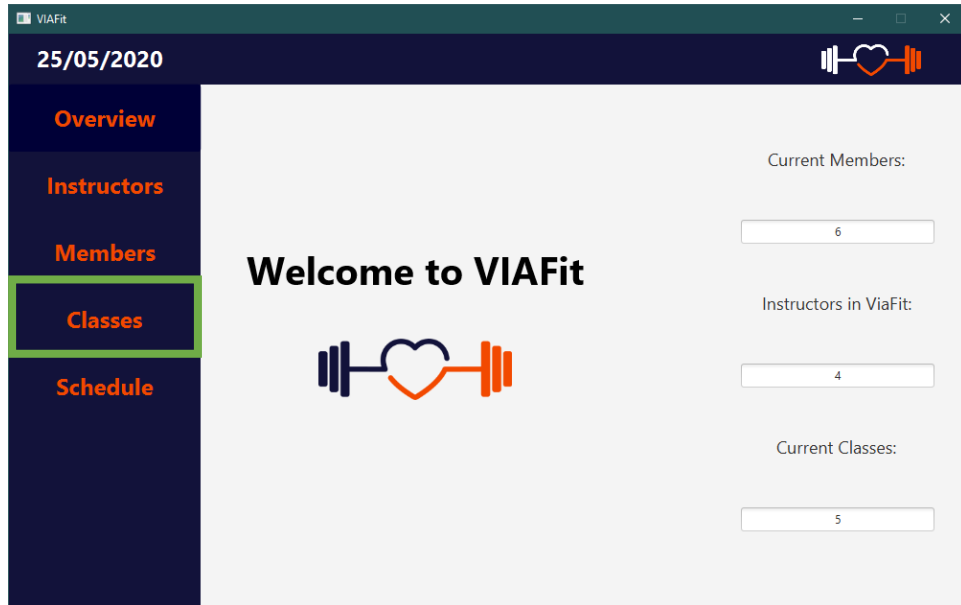
8. How to remove a member

- I. Find the member you want to remove (See Guide Question 2)
- II. Click the “Delete” button

This screenshot is identical to the one above, showing the VIAFit 'Register' form for a member named John Doe. The only difference is that the Delete button, located at the bottom right of the form, is now highlighted with a green border, indicating it is the next step in the process.

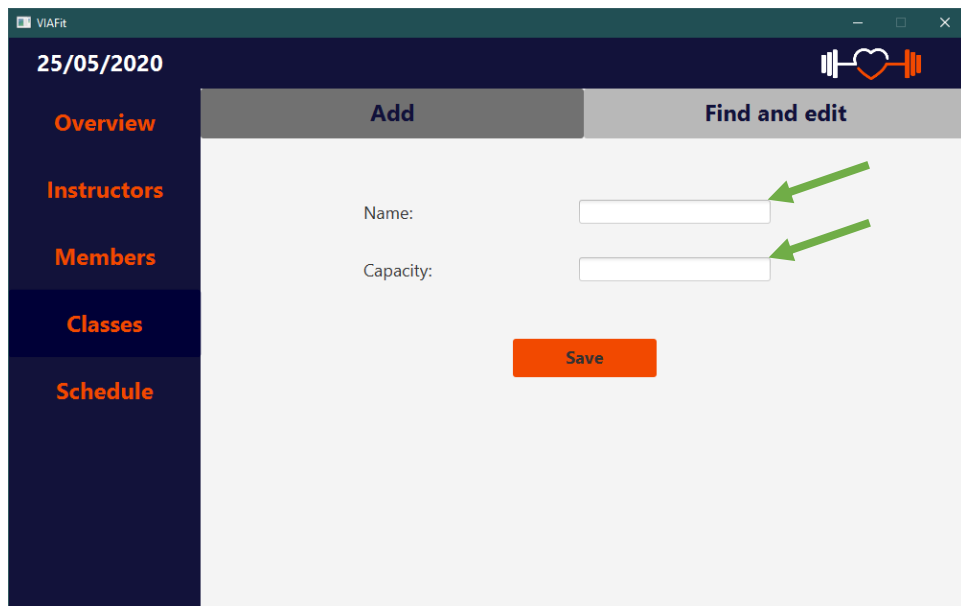
9. How to add a class into the system

- I. Open the software
- II. Click the “Classes” side button



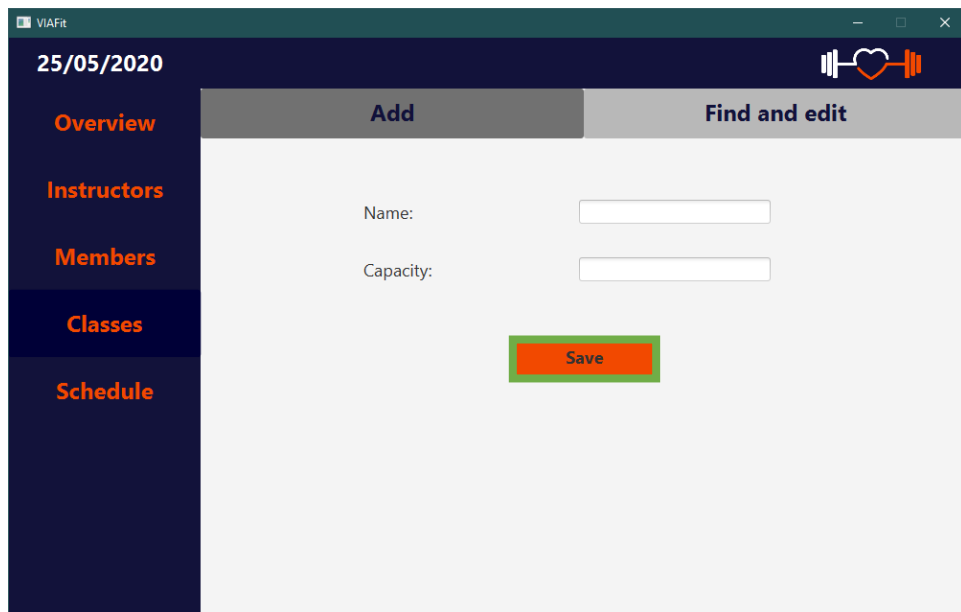
The screenshot shows the VIAFit software interface. The top bar displays the date '25/05/2020' and a logo. The left sidebar contains navigation buttons: 'Overview', 'Instructors', 'Members', 'Classes' (highlighted with a green border), and 'Schedule'. The main content area displays 'Welcome to VIAFit' with a logo. On the right, there are three input fields: 'Current Members:' with the value '6', 'Instructors in ViaFit:' with the value '4', and 'Current Classes:' with the value '5'.

- III. Fill all the fields with the Class's data



The screenshot shows the VIAFit software interface with the 'Add' tab selected. The left sidebar is the same as the previous screenshot. The main content area has a header with 'Add' and 'Find and edit' tabs. Below the header, there are two input fields: 'Name:' and 'Capacity:'. Two green arrows point to these fields, indicating where to enter data. Below the input fields is an orange 'Save' button.

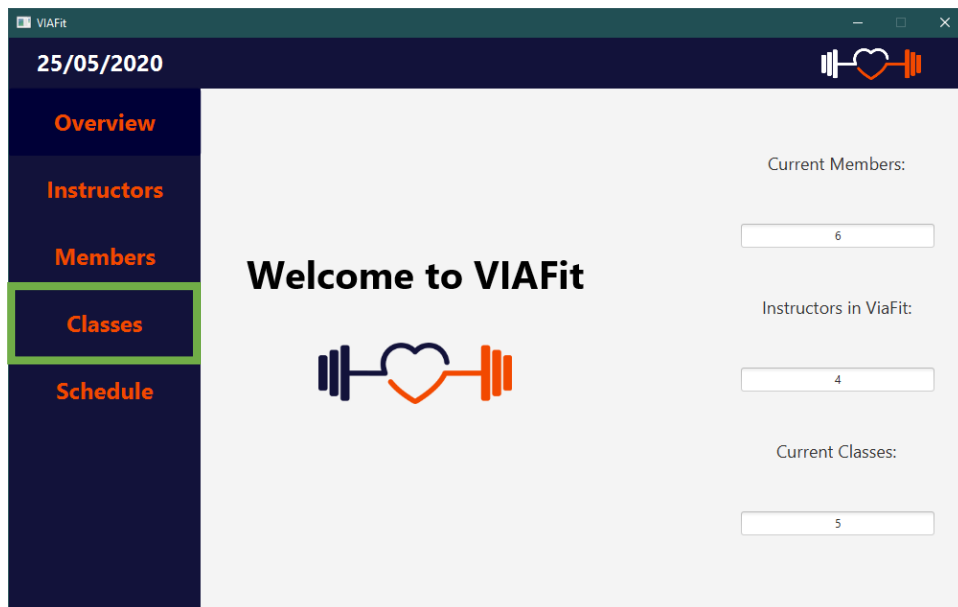
IV. Click the “Save” button



The screenshot shows the VIAFit application window. The top bar displays the date '25/05/2020' and a logo. The left sidebar contains navigation links: Overview, Instructors, Members, Classes, and Schedule. The main content area has two tabs: 'Add' (selected) and 'Find and edit'. Under the 'Add' tab, there are two input fields: 'Name:' and 'Capacity:'. Below these fields is a green 'Save' button.

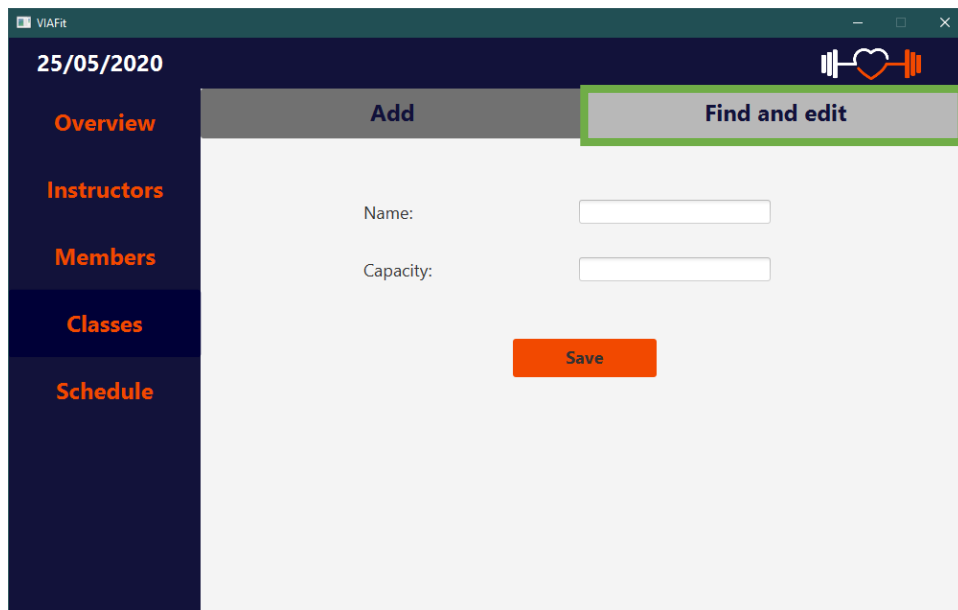
10. How to find a class

I. Click the “Classes” side button



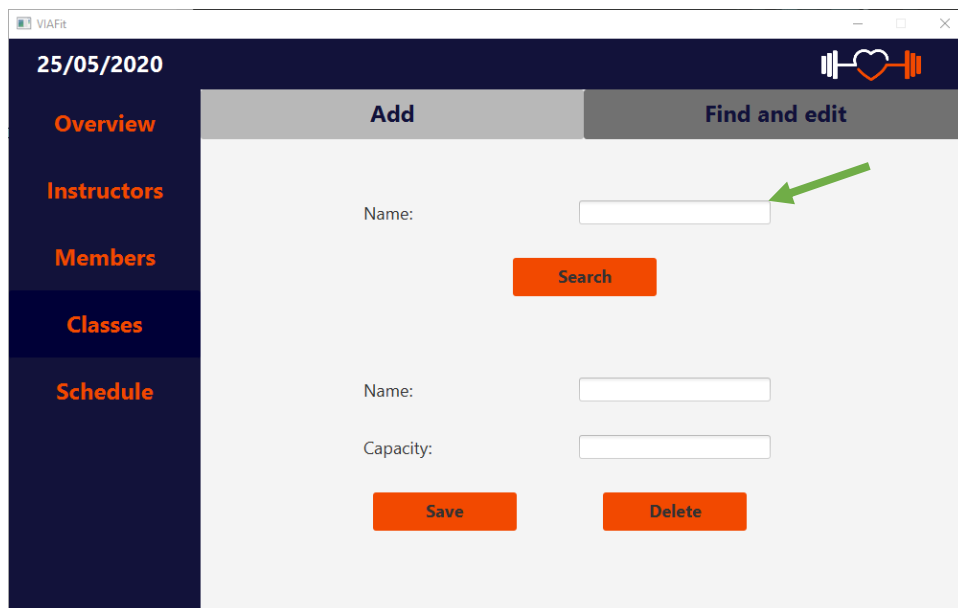
The screenshot shows the VIAFit application window with the 'Classes' side button highlighted. The main content area displays 'Welcome to VIAFit' with a logo. On the right side, there are three statistics: 'Current Members:' with a value of 6, 'Instructors in ViaFit:' with a value of 4, and 'Current Classes:' with a value of 5.

- II. Click the “Find and edit” button



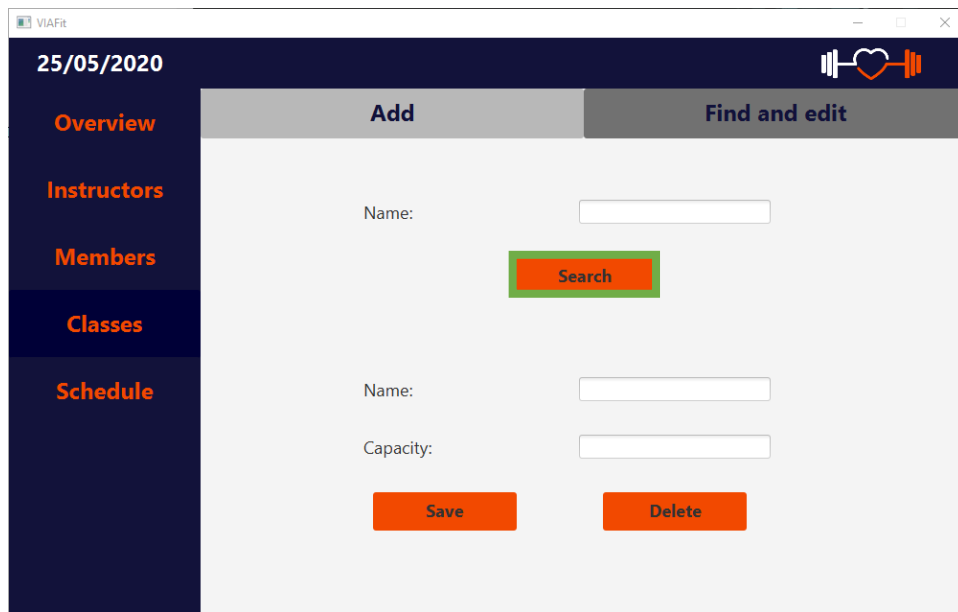
The screenshot shows the VIAFit application interface. At the top, the date is 25/05/2020. On the left is a dark sidebar with menu items: Overview, Instructors, Members, Classes, and Schedule. The main area has a top bar with 'Add' and 'Find and edit' buttons. The 'Find and edit' button is highlighted with a green border. Below this bar, there are input fields for 'Name:' and 'Capacity:', and a 'Save' button.

- III. Fill the name input field



The screenshot shows the VIAFit application interface. At the top, the date is 25/05/2020. On the left is a dark sidebar with menu items: Overview, Instructors, Members, Classes, and Schedule. The main area has a top bar with 'Add' and 'Find and edit' buttons. The 'Find and edit' button is highlighted with a green border. Below this bar, there are input fields for 'Name:' and 'Capacity:', and a 'Search' button. A green arrow points to the 'Name' input field. Below the 'Search' button, there are 'Save' and 'Delete' buttons.

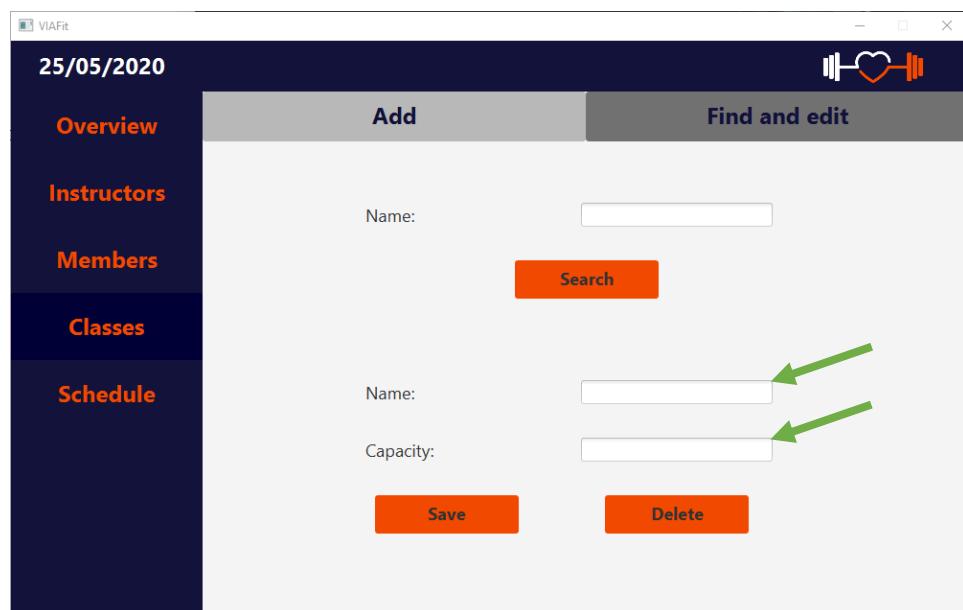
- IV. Click the “Search” button



The screenshot shows the VIAFit web application interface. On the left is a dark blue sidebar with the date '25/05/2020' at the top and a list of menu items: 'Overview', 'Instructors', 'Members', 'Classes', and 'Schedule'. The 'Overview' item is highlighted in orange. The main content area has a top bar with 'Add' and 'Find and edit' tabs. The 'Add' tab is active. Below the tabs, there are two identical form sections. The top section has a 'Name:' label, a text input field, and an orange 'Search' button which is highlighted with a green border. The bottom section has 'Name:' and 'Capacity:' labels, two text input fields, and two orange buttons labeled 'Save' and 'Delete'.

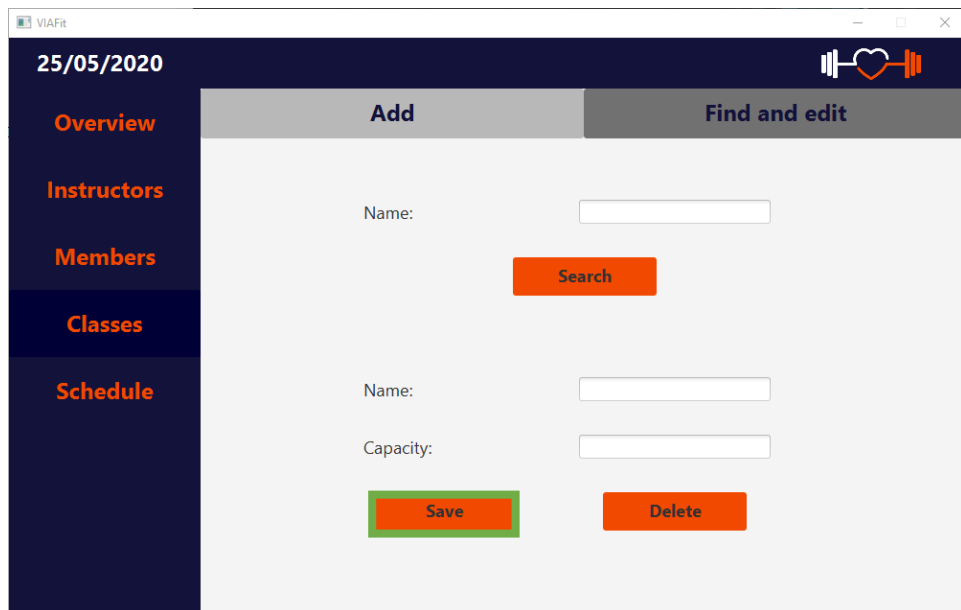
11. How to edit a class

- I. Find the class you want to edit (See Guide Question 10)
- II. Edit the field(s) you want



This screenshot shows the same VIAFit interface as the previous one, but with the 'Find and edit' tab selected. The 'Search' button is no longer highlighted. Instead, two green arrows point to the 'Name' and 'Capacity' input fields in the bottom form section, indicating where to make edits. The 'Save' and 'Delete' buttons remain at the bottom of the form.

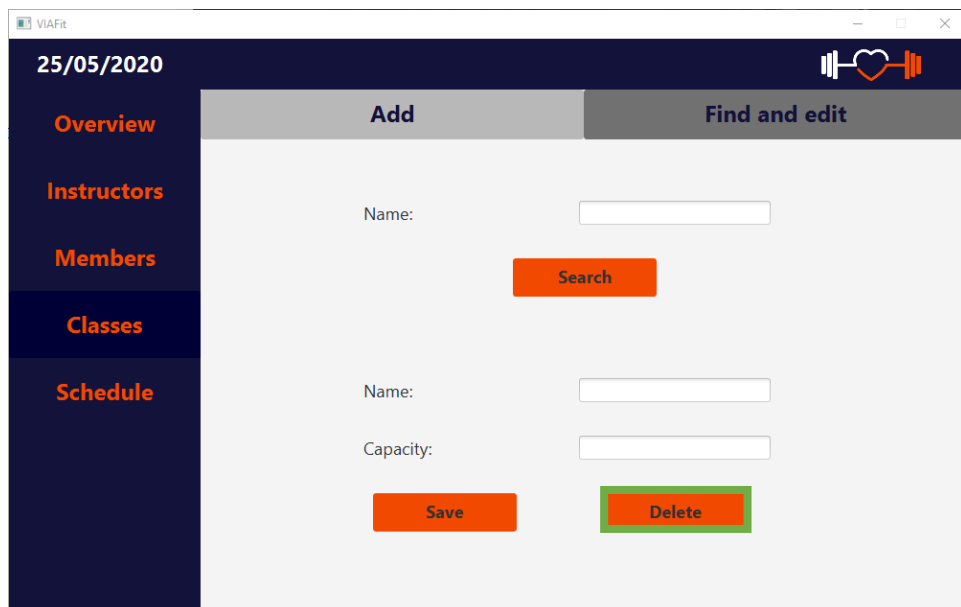
- III. Click the “Save” button



The screenshot shows the VIAFit web application interface. On the left is a dark blue sidebar with the date '25/05/2020' at the top and a list of menu items: 'Overview', 'Instructors', 'Members', 'Classes', and 'Schedule'. The 'Classes' item is highlighted. The main content area has a top bar with 'Add' and 'Find and edit' tabs. Below this, there are two forms. The first form has a 'Name:' label and an input field, followed by an orange 'Search' button. The second form has 'Name:' and 'Capacity:' labels with corresponding input fields. At the bottom of the second form, there are two buttons: an orange 'Save' button and an orange 'Delete' button. The 'Save' button is highlighted with a green border.

12. How to remove a class

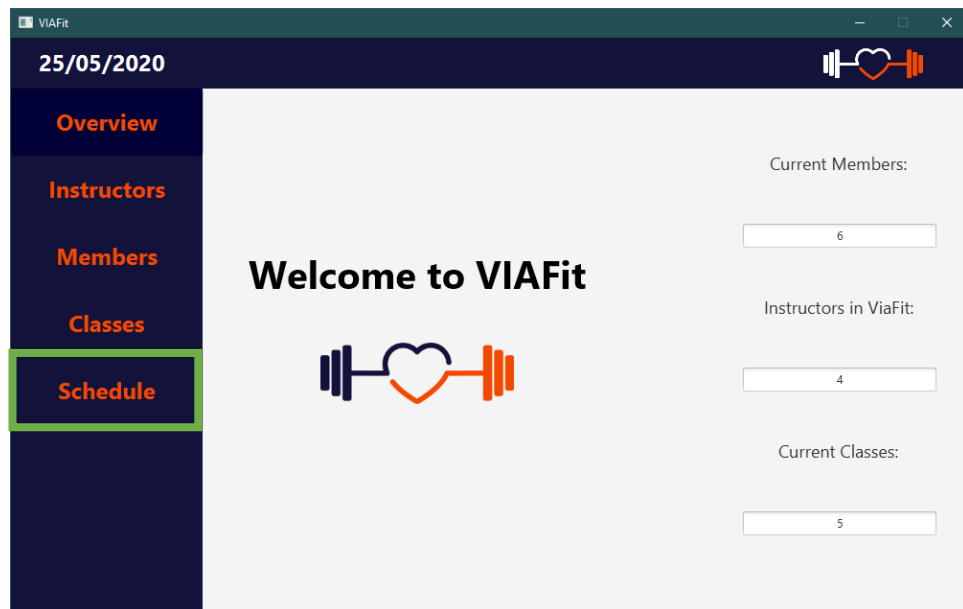
- I. Find the class you want to remove (See Guide Question 10)
- II. Click the “Delete” button



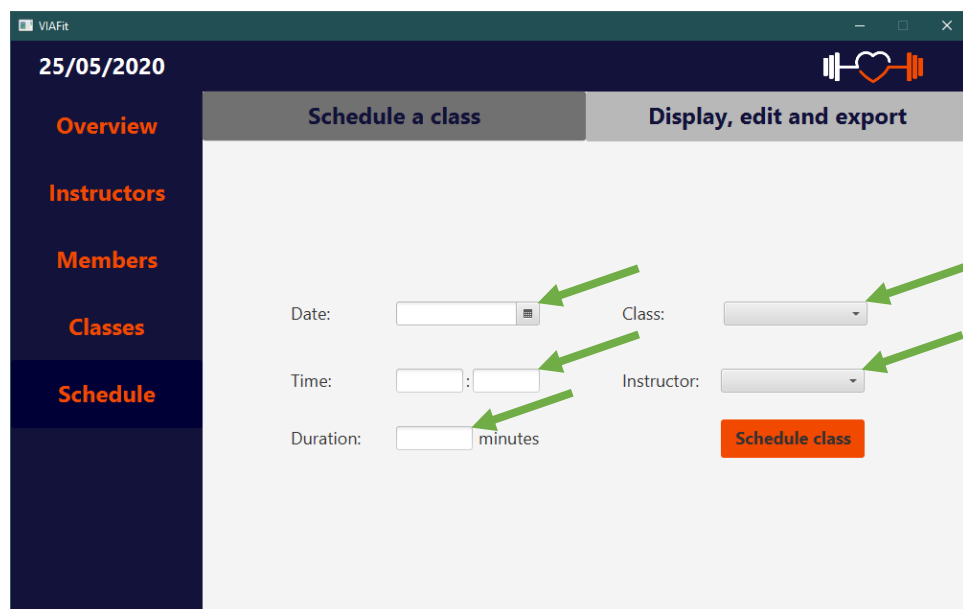
This screenshot is identical to the one above, showing the VIAFit 'Add' form. However, in this instance, the 'Delete' button at the bottom of the second form is highlighted with a green border, while the 'Save' button is not.

13. How to schedule a class

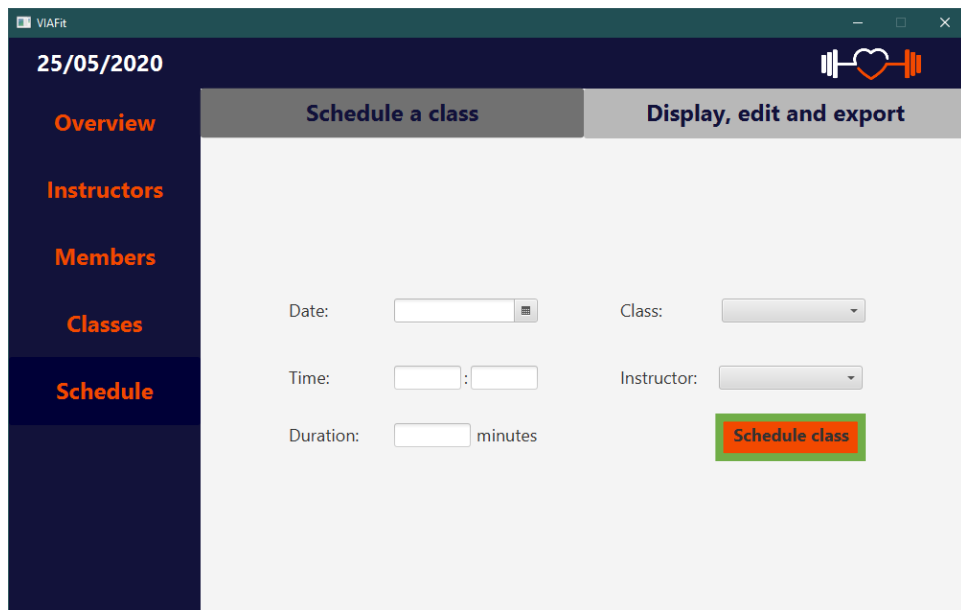
- I. Open the software
- II. Click the “Schedule” side button



- III. Fill all the fields with the scheduled class's data



IV. Click the “Schedule class” button



The screenshot shows the VIAFit web application interface. On the left is a dark blue sidebar with navigation links: Overview, Instructors, Members, Classes, and Schedule (highlighted in orange). The main content area has a top bar with the date 25/05/2020 and a logo. Below this are two tabs: 'Schedule a class' (active) and 'Display, edit and export'. The 'Schedule a class' form includes input fields for Date, Time, and Duration, and dropdown menus for Class and Instructor. A green 'Schedule class' button is at the bottom right.

25/05/2020

Overview
Instructors
Members
Classes
Schedule

Schedule a class | Display, edit and export

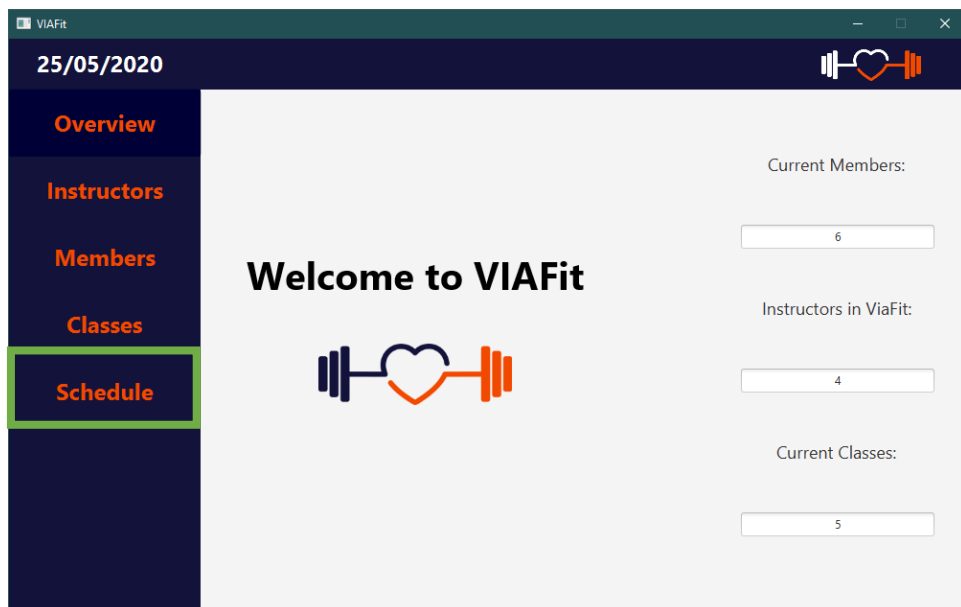
Date: Class:

Time: : Instructor:

Duration: minutes

14. How to find a scheduled class

I. Click the “Schedule” side button



The screenshot shows the VIAFit web application interface with the 'Schedule' sidebar button highlighted in orange. The main content area displays a 'Welcome to VIAFit' message with the logo. On the right, there are three summary statistics: Current Members (6), Instructors in ViaFit (4), and Current Classes (5).

25/05/2020

Overview
Instructors
Members
Classes
Schedule

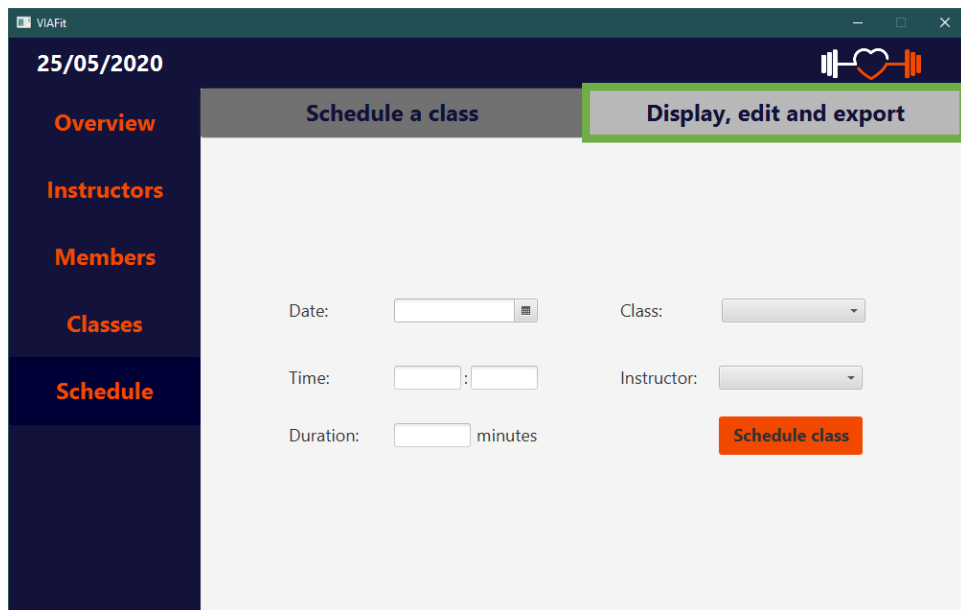
Welcome to VIAFit

Current Members:

Instructors in ViaFit:

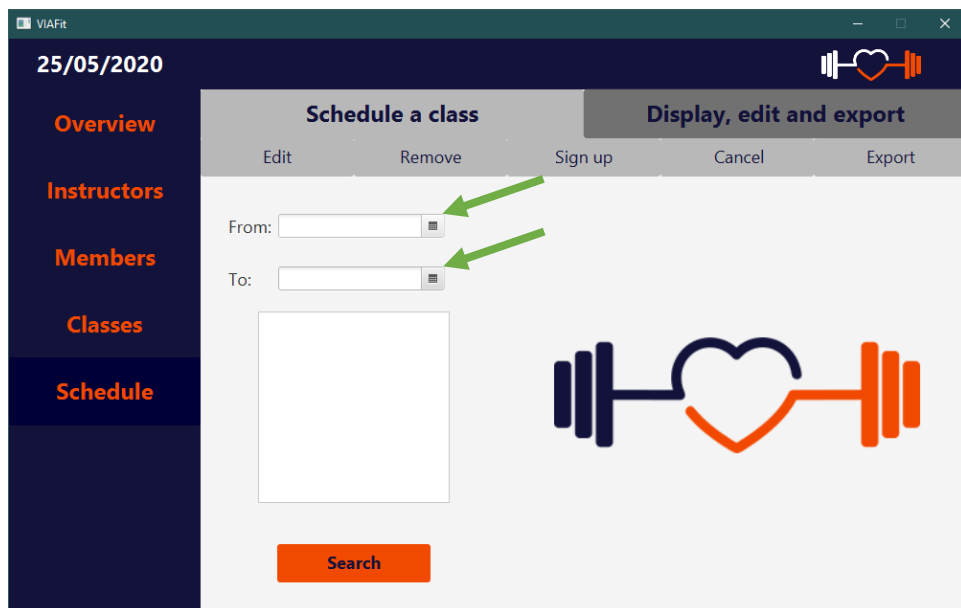
Current Classes:

- II. Click the “Display, edit and export” button



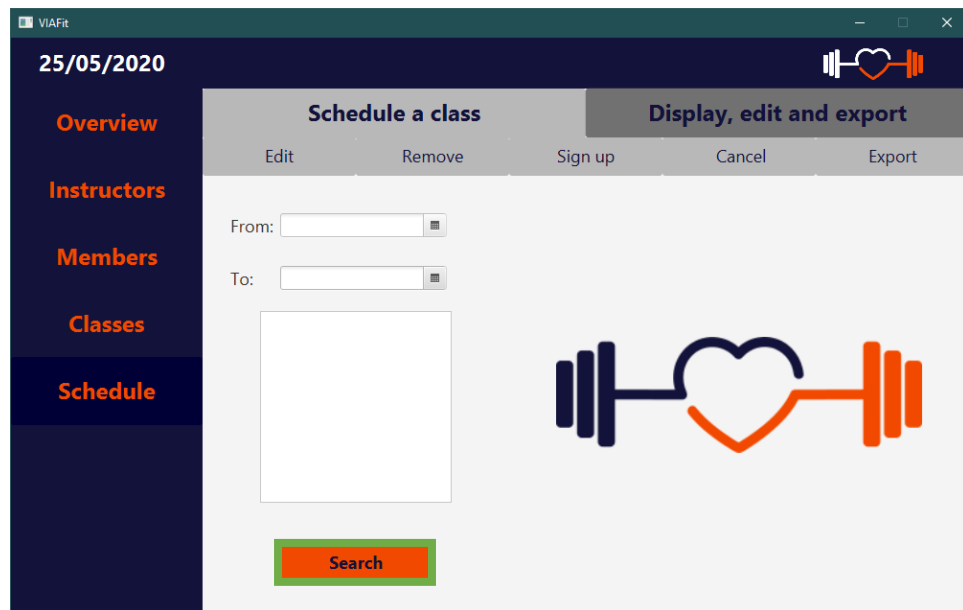
The screenshot shows the VIAFit web application interface. On the left is a dark blue sidebar with a date '25/05/2020' at the top and a list of menu items: Overview, Instructors, Members, Classes, and Schedule. The 'Schedule' item is highlighted. The main content area has two tabs: 'Schedule a class' and 'Display, edit and export'. The 'Display, edit and export' tab is highlighted with a green border. Below the tabs, there are input fields for 'Date:', 'Time:', and 'Duration:'. The 'Date:' field is a date picker. The 'Time:' field consists of two input boxes separated by a colon. The 'Duration:' field is an input box followed by the text 'minutes'. To the right of these fields are dropdown menus for 'Class:' and 'Instructor:'. At the bottom right of the form is an orange button labeled 'Schedule class'.

- III. Fill the two input fields for the time frame in which to get the scheduled classes



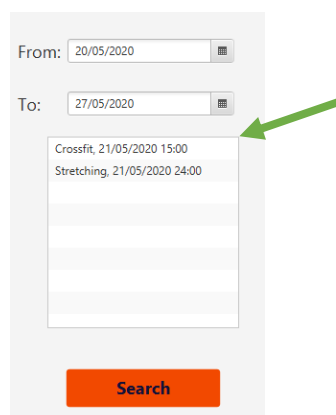
The screenshot shows the VIAFit web application interface with the 'Display, edit and export' tab active. The sidebar is the same as in the previous screenshot. The main content area has a sub-header with buttons: 'Edit', 'Remove', 'Sign up', 'Cancel', and 'Export'. Below this, there are two input fields labeled 'From:' and 'To:', each with a date picker icon. Two green arrows point to these fields. Below the 'From:' and 'To:' fields is a large empty white box. To the right of this box is a large logo consisting of a heart shape with dumbbells on either side. At the bottom left of the main content area is an orange button labeled 'Search'.

IV. Click the “Search” button



The screenshot shows the VIAFit web application interface. On the left is a dark blue sidebar with navigation links: Overview, Instructors, Members, Classes, and Schedule. The main content area has a top bar with the date 25/05/2020 and a logo. Below this is a tabbed interface with 'Schedule a class' and 'Display, edit and export'. The 'Schedule a class' tab is active, showing a form with 'From:' and 'To:' date pickers, a large empty white box for a class schedule, and a green 'Search' button. To the right of the white box is a logo featuring a heart and dumbbells. Above the 'Search' button are tabs for 'Edit', 'Remove', 'Sign up', 'Cancel', and 'Export'.

V. Select the wanted scheduled class from the list updated by clicking the search button



This screenshot shows a close-up of the search results dropdown menu. It displays two options: 'Crossfit, 21/05/2020 15:00' and 'Stretching, 21/05/2020 24:00'. A green arrow points to the first option. Below the dropdown is an orange 'Search' button. The date range 'From: 20/05/2020' and 'To: 27/05/2020' is visible at the top of the dropdown.

15. How to edit a scheduled class

- I. Find the scheduled class you want to edit (See Guide Question 14)
- II. Click the “Edit” button

VIAFit

25/05/2020

Overview
Instructors
Members
Classes
Schedule

Schedule a class

Display, edit and export

Edit Remove Sign up Cancel Export

From:

To:

Search

- III. Edit the field(s) you want

VIAFit

25/05/2020

Overview
Instructors
Members
Classes
Schedule

Schedule a class

Display, edit and export

Edit Remove Sign up Cancel Export

From:

To:

Date:

Time: :

Duration: minutes

Class:

Instructor:

Search Save

- IV. Click the “Save” button

The screenshot shows the VIAFit web application interface. On the left is a dark blue sidebar with the date '25/05/2020' at the top and a list of menu items: 'Overview', 'Instructors', 'Members', 'Classes', and 'Schedule' (which is highlighted). The main content area has a top header with a heart and dumbbell icon. Below this are two tabs: 'Schedule a class' (active) and 'Display, edit and export'. Under the 'Schedule a class' tab, there are buttons for 'Edit', 'Remove', 'Sign up', 'Cancel', and 'Export'. The form contains several input fields: 'From:' and 'To:' with calendar icons, 'Date:' with a calendar icon, 'Time:' with two input boxes, 'Duration:' with an input box and the text 'minutes', 'Class:' with a dropdown menu, and 'Instructor:' with a dropdown menu. There is a large empty white box in the center. At the bottom are two buttons: 'Search' (orange) and 'Save' (green with a white border).

16. How to remove a scheduled class

- I. Find the scheduled class you want to remove (See Guide Question 14)

- II. Click the “Remove” button

The screenshot shows the VIAFit application window. On the left is a dark sidebar with navigation links: Overview, Instructors, Members, Classes, and Schedule. The main content area has a top bar with the date '25/05/2020' and a logo. Below this is a tabbed interface with 'Schedule a class' and 'Display, edit and export'. Under 'Schedule a class', there are buttons for 'Edit', 'Remove' (highlighted with a green box), 'Sign up', 'Cancel', and 'Export'. The main area contains 'From:' and 'To:' date pickers, a large empty white box, and a 'Search' button. To the right is a logo featuring a heart and dumbbells.

- III. Look at the scheduled class's information and check if it is the class you want to remove

- IV. Click the “Remove class from schedule” button

This screenshot shows the same VIAFit interface but with class details populated. The 'From:' date is '20/05/2020' and 'To:' is '27/05/2020'. A list of scheduled classes is shown: 'Crossfit, 21/05/2020 15:00' and 'Stretching, 21/05/2020 24:00'. To the right, fields for 'Class:' (Crossfit), 'Instructor:' (Ionut Sixpack), 'Date:' (21/05/2020), 'Time:' (15:00), 'Duration:' (50), and 'Capacity:' (10) are visible. Below these is a text area containing 'Cezary Doe, Phone number: 45852123'. At the bottom, there is a 'Search' button and a 'Remove class from schedule' button, which is highlighted with a green box.

17. How to sign up a member for a scheduled class

- I. Find the scheduled class for which you want to sign up the member (See Guide Question 14)
- II. Click the “Sign up” button

The screenshot shows the VIAFit web application interface. On the left is a dark sidebar with navigation links: Overview, Instructors, Members, Classes, and Schedule. The main content area has a top bar with the date '25/05/2020' and a logo. Below this is a tabbed interface with 'Schedule a class' and 'Display, edit and export'. Under 'Schedule a class', there are sub-tabs: Edit, Remove, Sign up (highlighted with a green box), Cancel, and Export. The 'Sign up' sub-tab contains a 'From:' and 'To:' date selection area, a large empty white box, and a 'Search' button. To the right of the white box is a logo featuring a heart and dumbbells.

- III. Select one of the premium members who can attend that class

This screenshot shows the same VIAFit interface but with the 'Sign up' sub-tab selected. The 'From:' date is set to '20/05/2020' and the 'To:' date is '27/05/2020'. Below these dates is a list of classes: 'Crossfit, 21/05/2020 15:00' and 'Stretching, 21/05/2020 24:00'. To the right of the class list, there is a text prompt: 'Select a specific premium member to sign up to the selected class.' Below this prompt is a 'Premium members:' dropdown menu, which is highlighted by a green arrow. At the bottom right, there is a 'Sign up member' button. The 'Search' button is also visible at the bottom left.

IV. Click the “Sign up member” button

25/05/2020

Overview
Instructors
Members
Classes
Schedule

Schedule a class

Edit Remove Sign up Cancel Export

From: 20/05/2020

To: 27/05/2020

Crossfit, 21/05/2020 15:00
Stretching, 21/05/2020 24:00

Search

Select a specific premium member to sign up to the selected class.

Premium members:

Sign up member

18. How to cancel a member's attendance to a scheduled class

- I. Find the scheduled class for which you want to cancel the member's attendance (See Guide Question 14)
- II. Click the “Cancel” button

25/05/2020

Overview
Instructors
Members
Classes
Schedule

Schedule a class

Edit Remove Sign up Cancel Export

From:

To:

Search

Heart and dumbbells graphic

- III. Select the wanted member from the list of attending members

VIAFit

25/05/2020

Overview

Instructors

Members

Classes

Schedule

Schedule a class

Display, edit and export

Edit Remove Sign up Cancel Export

From: 20/05/2020

To: 27/05/2020

Crossfit, 21/05/2020 15:00

Stretching, 21/05/2020 24:00

Select a member attending the selected class in order to remove it.

Attending members:

Search

Cancel member's attendance

- IV. Click the “Cancel member’s attendance” button

19. How to export a schedule

- I. Click the “Schedule” side button

VIAFit

25/05/2020

Overview

Instructors

Members

Classes

Schedule

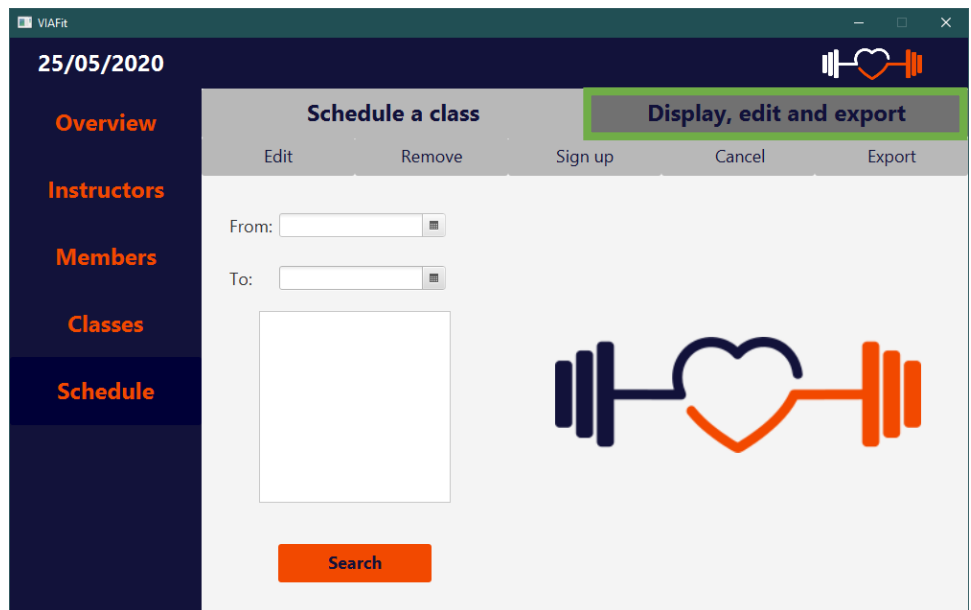
Welcome to VIAFit

Current Members: 6

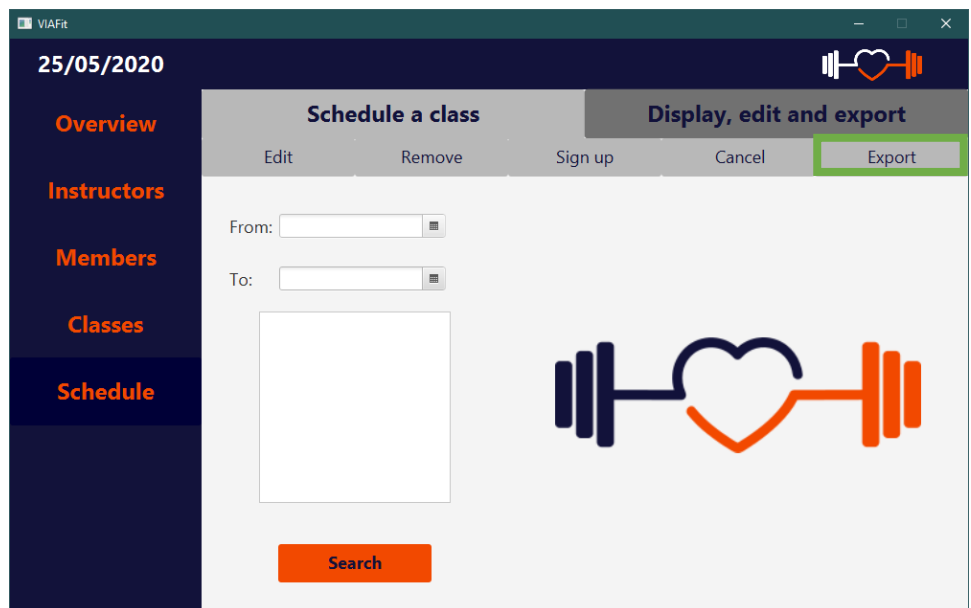
Instructors in ViaFit: 4

Current Classes: 5

- II. Click the “Display, edit and export” button



- III. Click the “Export” button



IV. Select the month and year for the exported schedule

The screenshot shows the VIAFit web application interface. On the left is a dark sidebar with navigation links: Overview, Instructors, Members, Classes, and Schedule. The main content area has a top header with the date 25/05/2020 and a fitness icon. Below the header, there are two tabs: 'Schedule a class' and 'Display, edit and export'. The 'Display, edit and export' tab is selected, showing sub-tabs: Edit, Remove, Sign up, Cancel, and Export. In the center, there are input fields for 'Month:' (a dropdown menu) and 'Year:' (a text input). A green arrow points to the 'Month' dropdown, another green arrow points to the 'Year' input, and a third green arrow points to the 'Get schedule' button. Below these inputs is a large empty rectangular box. At the bottom right of this box is an orange 'Export Schedule' button.

V. Click the “Get schedule” button

This screenshot is identical to the previous one, showing the VIAFit interface with the 'Display, edit and export' tab active. The 'Month' dropdown, 'Year' input, and 'Get schedule' button are still highlighted with green arrows. In this version, the 'Get schedule' button is also highlighted with a green rectangular border, indicating it is the button to be clicked.

VI. Check if the schedule is okay and click the “Export Schedule” button

