LAKESIDE ESCAPES

POTTERY COURSE DATABASE SYSTEM

USER GUIDE

Contents

Login

The Login page adds a helpful layer of security to the database system! You will find the Default login details in the options, but for convenience:

USERNAME: LakesideEscapes

PASSWORD: Passw0rd

Click here for login details or exit button.

Enter Username here!

Lakeside Escapes

Options

Login

Username

Password

Login

Enter Password here! The Text will be obscured.

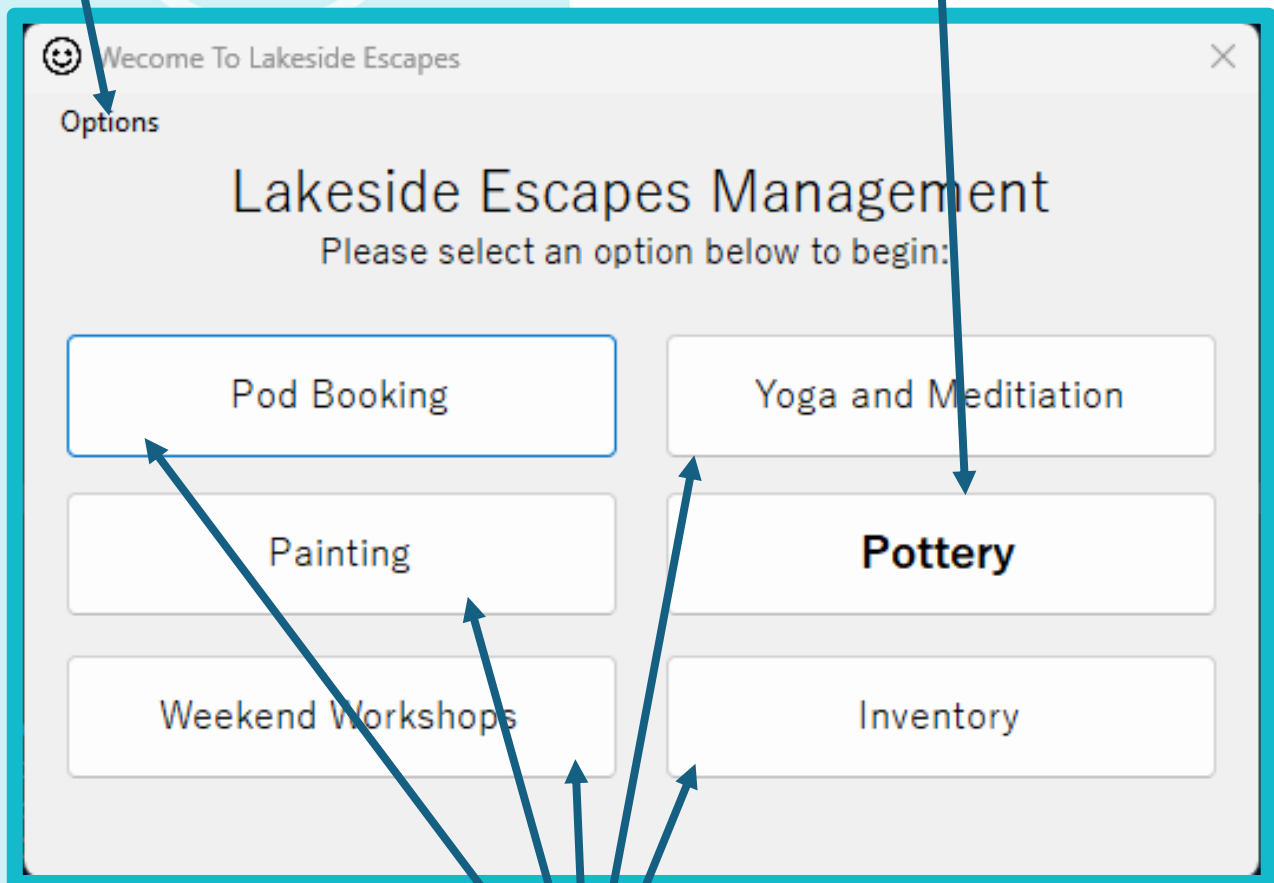Click this button to login after entering the correct login details.

Click this button to toggle password visibility.

Main Menu

The Main Menu is the connection point for all your systems! The system this guide is built for is highlighted for you in bold, **Pottery**.

Click here for options to Logout, Exit, or Help. Help will open this user guide!

Click here to open the Potter Main Menu! That is the system this guide is designed for.

☺ Wecome To Lakeside Escapes   ✕

Options

Lakeside Escapes Management
Please select an option below to begin:

Pod Booking	Yoga and Meditiation
Painting	**Pottery**
Weekend Workshops	Inventory

These buttons exist to allow this system to be linked to future developments!! Currently, they will open a maintenance notice.
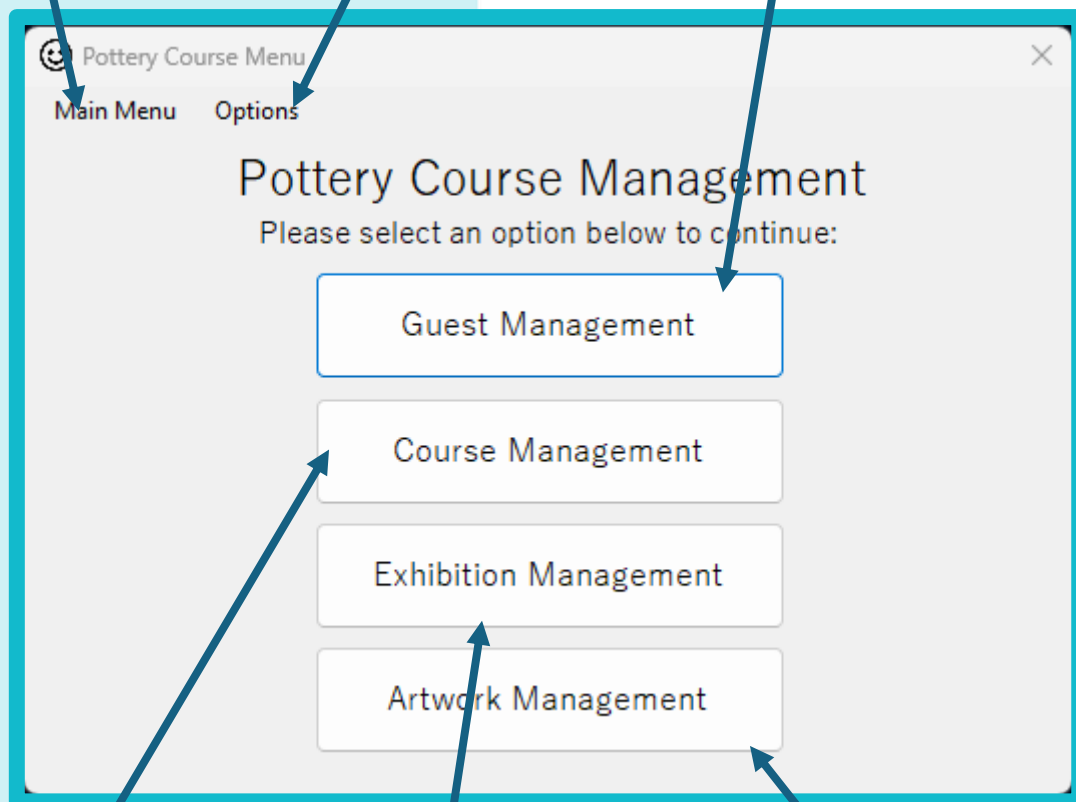
Pottery Course Menu

This Menu allows you to access all aspects of the system, from creating records for your guests, to generating invoices, creating courses, and planning exhibitions. Click each button to access each section.

Click here to open the Guest Manager menu. Go here for Adding, Updating, and Deleting Guests, Logging Equipment use or generating invoices.

Click here for options to Logout, Exit, or Help. Help will open this user guide!

Click this to return to the Main Menu.

☺ Pottery Course Menu ✕

Main Menu   Options

Pottery Course Management
Please select an option below to continue:

Guest Management

Course Management

Exhibition Management

Artwork Management

Click here to open the Course Manager menu. Go here for Adding and Deleting Courses, Placing Bookings, or printing Course Enrolment Reports.

Click here to open the Exhibition Manager. Go here for Adding, Updating, and Deleting Exhibitions.

Click here to open the Artwork Manager. Go here for Adding, Updating, and Deleting Artworks.

Guest Management Menu

This menu gives you access to Add, Update and Delete guests' records, as well as record a guest's equipment use and generate an Invoice for a guest's booking.

Click this to return to the Pottery Course Menu.

Click here for options to Logout, Exit, or Help. Help will open this user guide!

Click here to open the Guest Manager. Go here for Adding, Updating, and Deleting guest records.

Guest Management Menu

Back   Options

Guest Management
Please select an option below to continue:

Guest Manager

Log Equipment
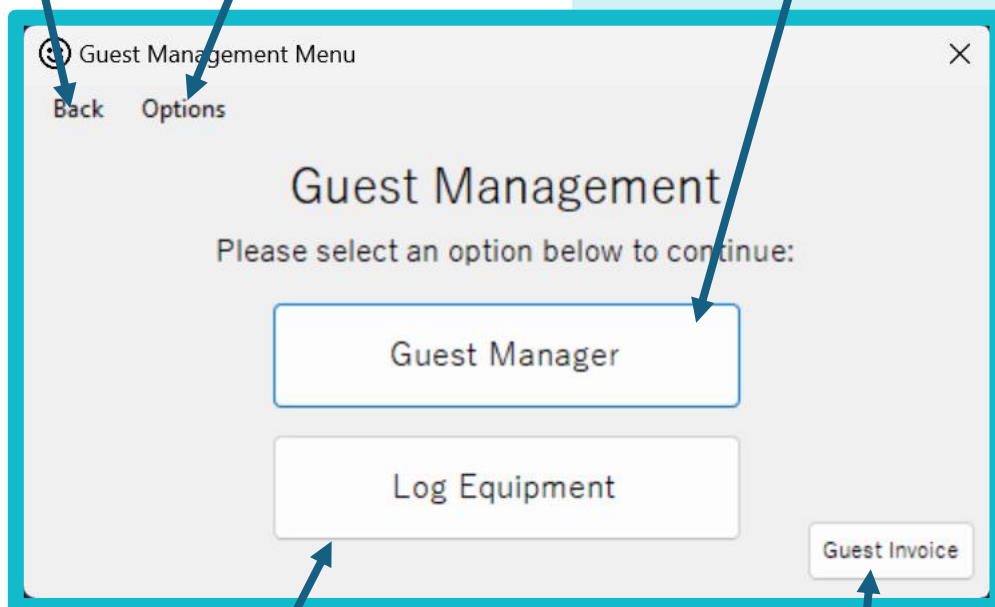
Guest Invoice

Click here to open the Equipment Logger. Make sure you know what Guest ID and Course ID you are logging equipment for!

Click here to generate a fresh guest invoice! You will need to have the Guest ID and Course ID ready to create the invoice.

Guest Manager

This is the interface you can use to manipulate your guests' records! From here you can create a new guest, update an existing guest's record or delete records entirely. Note that records that have artwork records cannot be deleted, you will have to remove artworks first. If a guest has a future booking, it will be removed when the guest is deleted.

Adding or Updating a Record

Guest ID	Forename	Surname	Contact No	Home Address	Skill Level
G1780	John	Smith	+442012345678	123 Main Street,London, UK	Beginner
G1785	Maria	Garcia	+34919876543	456 Calle de la Rosa,Madrid, Spain	Beginner
G1790	Andrea	Müller	+493087654321	789 Musterstraße, Berlin, Germany	Intermediate
G1795	Laura	Rossi	+390234567890	234 Via Roma, Milan, Italy	Advanced
G1800	Antoine	Dupont	+33123456789	567 Rue de la Liberté, Paris, France	Advanced
G1805	Sofia	Petrov	+74951234567	890 улица Ленина, Moscow, Russia	Beginner
G1810	David	López	+34931234567	123 Carrer de la Plaça, Barcelona, Spain	Advanced
G1815	Anna	Jansen	+312098765432	456 Hoofdstraat, Amsterdam, Netherlands	Intermediate
G1820	Luca	Moreno	+390623456789	789 Via Napoli, Rome, Italy	Beginner
G1825	Elena	Kowalski	+48223456789	234 Aleja Niepodległości, Warsaw, Poland	Advanced
G1830	Thomas	Andersen	+45331234567	567 Hovedgaden, Copenhagen, Denmark	Intermediate
G1835	Katerina	Papadopoulos	+302198765432	890 Οδός Σύνταγμα, Athens, Greece	Advanced
G1840	Matthias	Schmidt	+498923456789	123 Hauptstraße, Munich, Germany	Advanced
G1845	Alice	Martínez	+349123456789	456 Avenida del Sol, Seville, Spain	Intermediate
G1850	Marta	Fernández	+349356781234	789 Carrer de Gran Via, Valencia, Spain	Beginner
G1855	Robert	Brown	+442034567890	234 High Street, Edinburgh, UK	Advanced
G1860	Léa	Martin	+33156781234	567 Boulevard SaintMichel, Lyon, France	Advanced
G1865	Jakub	Novák	+420123456789	890 Ulice Dlouhá, Prague, Czech Republic	Intermediate

Guest Management

Back   Options   View   Open

Search By: Guest ID   Search: G   Clear

Guest Details

Forename

Surname

Contact Number : including dial code
+

Address

City

Country

Skill Level

Add Guest

Add   Delete   Update

Number of Records: 88

Delete a Record

Guest Details

Skill Level
Advanced
Advanced
Intermediate
Beginner
Intermediate
Beginner
Beginner
Beginner
Advanced
Advanced
Intermediate
Beginner
Advanced
Beginner
Advanced
Advanced
Intermediate
Advanced

Guest ID

G|

T

Delete Guest

U

Add   Delete   Update

Number of Records: 88

Guest Manager Key

A – The Back Button – Click this to return to the Guest Management Menu.

B – The Options Button – Click this to Logout, Exit the system or access this Help document.

C – The View Button – Click on this to access a submenu. Selecting Sort by Skill will order records by skill. Selecting Sort by Country will order the records by Country.

D – The Open Button – Use this submenu to access all other forms in the system. To access a form, click on the button in the submenu referring to it.

E – Search By – Click on this to view search options. Click on an option to select it.

F – Search Bar – After selecting a search type, type in this bar to filter down the results in the result view. You can type numbers in GuestID, but not letters or symbols.

G – The Clear Button – Click this to clear the search bar and reset the record table.

H – The Records – Here you can see all existing Guest records! You can click on these in Update mode and Delete mode to populate the information fields.

I – Add Mode – When this button is greyed out, you are in add mode. Click on it to enter add mode.

J – Delete Mode - When this button is greyed out, you are in Delete mode. Click on it to enter Delete mode.

K – Update Mode - When this button is greyed out, you are in Update mode. Click on it to enter Update mode.

L – Forename Field – Enter or Update the guest's Forename by typing in this box.

M – Surname Field - Enter or Update the guest's Surname by typing in this box.

N – Contact Number Field – Enter or Update the guest's Phone Number by typing numbers into this field. Include the Dial Code.

O – The Address Line Field – Enter or Update the guest's Address, for example 123 Road Lane. Do not enter City or Country here.

P – The City Field – Enter or Update the Guest's City here by typing in the box.

Q – The Country Field – Enter or Update the Guest's Country here by typing in the box.

R – The Skill Level Field – Click on this box to access the skill level options. Click on an option to select it.

S – Add/Update Guest Button – Click this once you are happy with the details that you have entered. The new Guest will then be added to the system if the details are correct. If something is missing, the system will notify you. If it is successful, you should see the Number of Records increase at the bottom right corner of the form.

T – Delete Guest ID – Don't worry if you can type here, that's intentional. It avoids accidental mistakes. Select the guest you want to delete by clicking the record in the record table! The guest ID should now be filled in.

U – Delete Guest Button – Click this once you have selected the guest to delete. Don't worry if you click it accidentally, the system will request your confirmation before proceeding with the delete. Remember, you cannot delete a guest with existing artworks, but bookings will be erased when the guest is deleted.

Log Equipment

Use this form to create a record of the extra pottery equipment used by your guests in their booking. This is perfect for your Tutors to keep track of usage and reduce the risk of miskept records! Remember to have the guest ID and Course ID ready.

Click here for options to Logout, Exit or access this help document.

Use this submenu to access all other forms in the system. Click an option to navigate there.

Click this button to return to the guest management menu.

Type a Guest ID in here to log for that person. If the ID is valid, the Guest name will appear.

If a correct ID is entered, that guest's booked courses will appear here. Click to select one.

These are the equipment categories and types. Select the correct type you want to log by clicking.

Here you can enter the amount used. Don't worry, you're not supposed to be able to type! Click the little arrows to adjust the amount.

Once you are happy all details have been entered correctly, click this button to add it to the records.

☺ Log Equipment   ✕

Back   Options   Open

Log Equipment Use

Guest ID

G1780

Forename: John
Surname: Smith

Course ID

C007   ⌄

Item Type

Clay   ⌄

Item Name

Porcelain   ⌄

Amount: in Pounds

2.50   ▲
                                                        ▼

Log Charges

Generate Guest Invoice

This feature allows you to generate an invoice for your guest which automatically includes equipment used, and if they have recently sold an artwork in an exhibition, will deduct that from the total cost. You can then print it out to speed up the check out process, and minimise errors in calculating.

Click this button to return to the guest management menu.

Type the guest ID of the Guest you are generating an invoice for here.

☺ Please Enter Booking Details   ✕

Back

Guest ID

G2240

Course ID

C020

Print Report

Click here to generate the Invoice.

Once a correct ID is entered, you will see the course options available here. Select one to continue.

Done

Click this button once you are finished with the invoice. You will be returned to the guest management menu.

Course Management Menu

This menu gives you access to Add and Delete Courses, as well as place bookings for your guests and generate a report showing the current bookings for a course.

Click this to return to the Pottery Course Menu.

Click this to access the options Logout, Exit the application or access this help document through Help.

Course Management

Back   Options

Course Management

Please select an option below to continue:

Course Manager

Make a Booking

Get Course Report
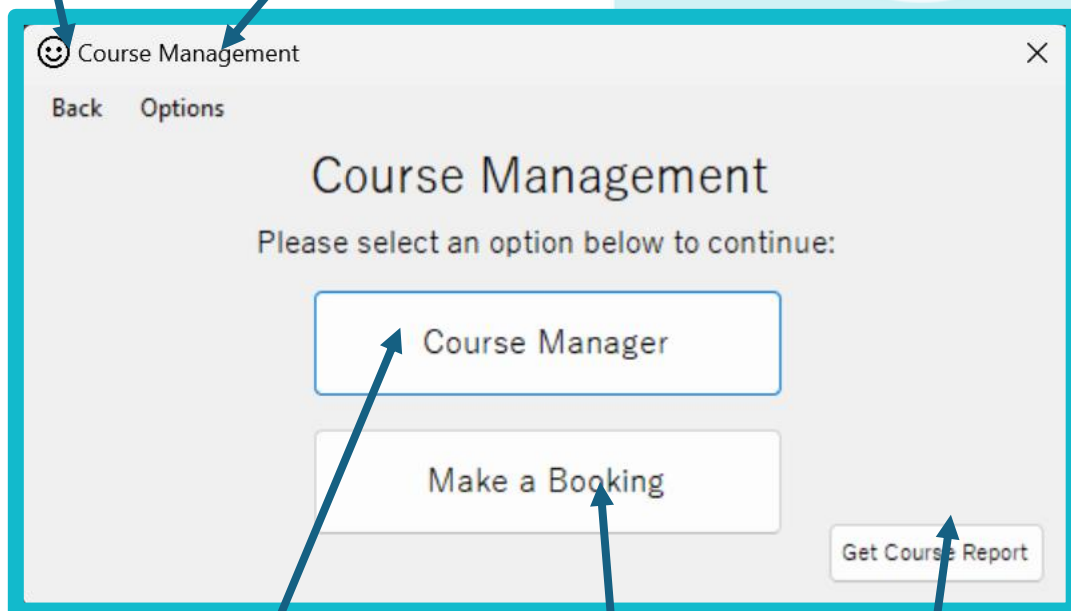
Click this to open the course manager, where you can search through, add and delete courses.

Click this to access the Booking system. Remember to know the guest ID for the booking you want to place.

Click this to generate a report of the guests enrolled in a specific course. Have the Course ID on hand.

Course Manager

This form allows you to Add and Delete course records, and search courses by date. Note that courses cannot be deleted if they have guests booked into them.

Adding Course Records

M

×

Course Details

Course ID

C006

Delete Course

Add Mode   Delete Mode

d?

N

Number of Records: 19

Course Manager Key

A- **The Back Button –** Click this to return to the course management menu.

B- **The Options Button –** Click this to access the options Logout, Exit and Help. Help will lead to this document.

C- **The Open Button-** Click this to access a submenu including all other forms in the system. Click on a form to navigate to it.

D- **The Search Toggle –** Click this to switch on the search. Click again to turn it off.

E- **Start and End Search Dates** – Change these dates in order to select a period of time to search for courses between.

F- **Course Record Table –** use this to view the records that exist! You cannot interact with this in add mode, but in delete mode use this to select records to delete.

G- **Course Type Selection –** Tick one of these boxes to choose a course type.

H- **Start Date Selection –** Click on this to open the calendar and use it to select a star date for the course. Remember, weekend courses must start on a Saturday, and five-day courses must start on a Monday.

I- **Skill Level Selection –** Click this to view options for skill type and then select one by clicking again.

J- **Add Course Button –** Click this button once you are happy with the information you have filled into the form. They system will attempt to add a new course, or give you feedback as to why it is not possible.

K- **Add Mode Button –** Click this button to flip into add mode. If it is greyed out, you are already in add mode.

L- **Delete Mode Button -** Click this button to flip into Delete mode. If it is greyed out, you are already in Delete mode.

M- **Delete Course ID Entry –** You cannot type in this field. Instead, click the record you want to delete, and the ID will autofill.

N- **Delete Course Button -** Click this button to delete the selected course. Don't worry if you click accidentally, the system will request confirmation.

Make a Booking

In this feature you can place bookings for your guests using their Guest ID, and selecting the best course for them. The handy table will automatically filter out unsuitable courses for you.

Click this to access the options Logout, Exit the application or access this help document through Help.

Click this to return to the Pottery Course Menu.

Click this to access a submenu including all other forms in the system. Click on a form to navigate to it.

Type the guest ID here to see available courses! The Guest name will also appear.

Booking Manager

Back   Options   Open

Available Courses

	Course ID	Skill Level	Start Date
▶	C010	Intermediate	24/02/2024
	C011	Intermediate	27/04/2024
	C012	Intermediate	29/06/2024
	C013	Intermediate	24/07/2024
	C014	Intermediate	26/10/2024
	C016	Intermediate	10/06/2024
	C017	Intermediate	07/10/2024

Booking Details

Guest ID

G1790

Forename: Andrea
Surname: Müller

Course ID

C014

Make Booking

Number of Records: 7

This Table will filter to show suitable courses for the selected guest.

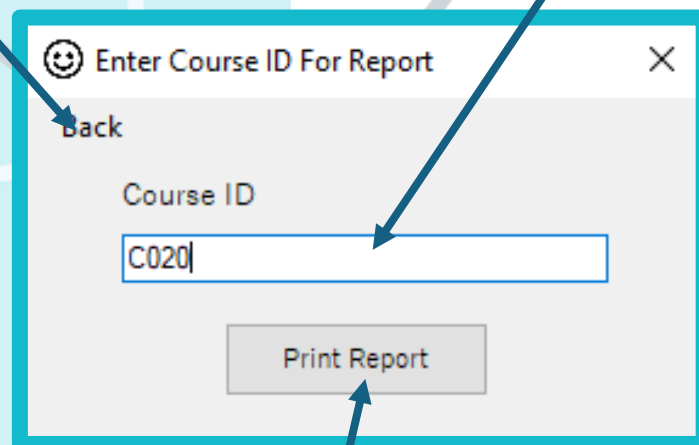Select one of the filtered courses from here by clicking on it.

Click this button to place the booking.

16

Generate Course Enrolment Report

This section allows you to enter a course ID and receive a useful list of all guests currently booked in for that course, plus their phone number and the date they placed their booking!
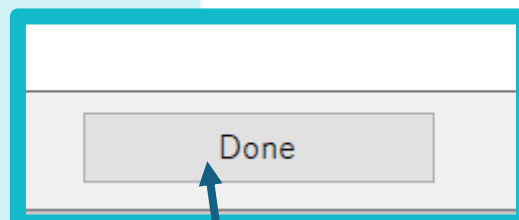
Click this to return to the Pottery Course Menu.

Type the course ID for the course you wish to generate a report on.

☺ Enter Course ID For Report   ✕

Back

Course ID

C020

Print Report

Click here to generate the report.

Done

Click this once you are finished with the report, and you will return to the Course management menu.

Exhibition Manager

Here you can add update and delete exhibitions, as well as add catering numbers and view past and future exhibitions. Note that only future exhibitions can be updated, and only exhibitions with no artwork can be deleted.

Adding Exhibition Records

Click this to access a submenu including all other forms in the system. Click on a form to navigate to it.

Click this to access the options Logout, Exit the application or access this help document through Help.

Click this to return to the Pottery Course Menu.

Click here to access Past and Future exhibition views.

Click here to swap into add mode. If it is grey, you're in add mode.

Click here to enter Delete mode.

Click here to enter update mode.

Use the up and down arrows to select a year. Red is already booked, black is available.

Exhibition Management

Back   Options   View   Open

All Exhibitions   Number of Records: 5

	Exhibition ID	Exhibition Date	Catering No	Artwork Count
▶	EX006	07/12/2024	76	10
	EX009	06/12/2025	28	1
	EX012	05/12/2026	5	0
	EX015	08/12/2023	98	24
	EX039	27/12/2029	14	0

Manage Exhibitions

Add   Delete   Update

Exhibition Year
2027

Exhibition Date

December 2027
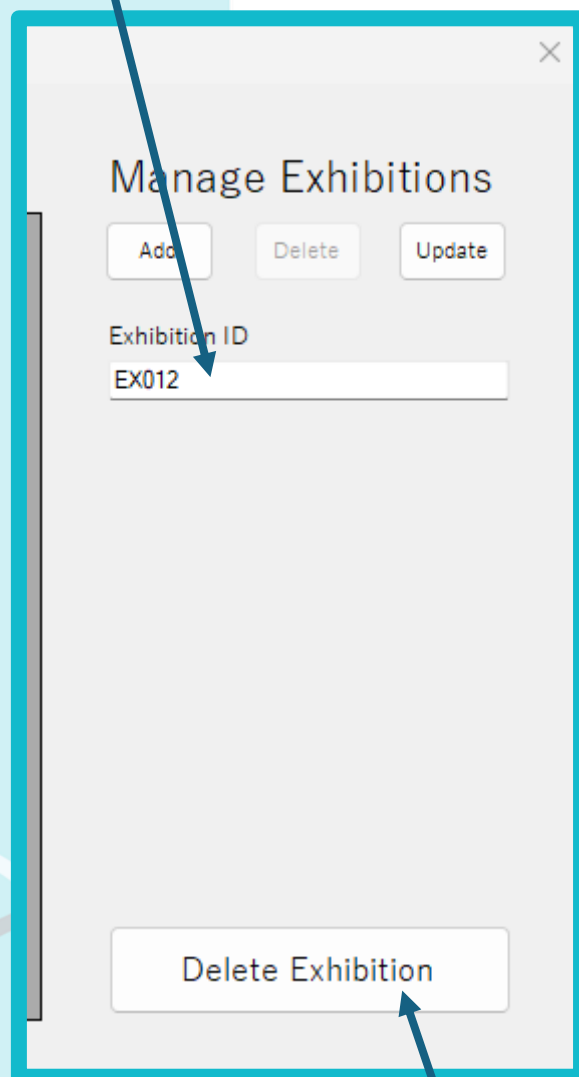| Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Add Exhibition

In this Table you can see the relevant exhibitions, depending on the view you are in.

Use this to pick the date for the exhibition by clicking the day.

Click this when you are happy with the details. You will be notified with success or informed of any issues adding the exhibition.

Deleting Exhibition Records

Enter the exhibition ID here by clicking the record in the table. You cannot type in this box.

Manage Exhibitions

Add   Delete   Update

Exhibition ID
EX012

Delete Exhibition

Click this to Delete the selected exhibition. You can only delete exhibitions without artworks, and don't worry if you click accidentally – the system will request confirmation.

Updating Exhibition Records

Enter the exhibition ID here by clicking the record in the table. You cannot type in this box.

Use this to update the date for the exhibition by clicking the day.

Manage Exhibitions

Add   Delete   Update

Exhibition ID

EX012

Exhibition Date

◀	December 2026					▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Catering Number

5

Update Exhibition

Use this to update the catering number for the exhibition by clicking the up and down arrows.

Click this button to update the record. You should see the updated record in the table if it has worked.

Artwork Manager

Here you can handle all things artwork, creating records of your guests' creations, and adding the advanced ones to exhibitions for credit, encouraging your guests to return for more courses! Note you cannot delete artworks linked to past exhibitions.

Adding Artwork Records

Click this to access the options Logout, Exit the application or access this help document through Help.

Click this to return to the Pottery Course Menu.

Click here to access All and advanced exhibition views.

Click this to access a submenu including all other forms in the system. Click on a form to navigate to it.

Click here to clear all searches.

Click here to swap into add mode. If it is grey, you're in add mode.

Click here to enter Delete mode.

Click here to enter update mode.

In this Table you can see the relevant artworks, depending on the view you are in.

Click here to select a search type.

Type here to perform a search on the records.

Type the guest ID here who you wish to add artwork for. The Guest name will also appear.

Select the course the artwork was made in by clicking.

Click this when you are happy with the information to add the artwork record.

On an advanced artwork, use the arrows to add a sale price. This will not be an option if the guest wax not advanced.

Deleting Artwork Records

Enter the Artwork ID here by clicking the record in the table. You cannot type in this box.

Manage Artworks

Add   Delete   Update

Artwork ID
A0422

Delete Artwork

Number of Records: 8

Click this to Delete the selected artwork. You can only delete Artwork without connections to past exhibitions, and don't worry if you click accidentally – the system will request confirmation.

Updating Artwork Records

Enter the Artwork ID here by clicking the record in the table. You cannot type in this box.

Manage Artworks

Add   Delete   Update

Artwork ID

A0630

Sale Price

£88.00

Exhibition

Current Exhibition: EX006

Artwork Sold?

Update Artwork

Number of Records: 35

Adjust the sale price of a record here using the arrow buttons.

Change the exhibition the artwork is signed to by selecting a new one here. Click to see options and click again to pick one.

Click here to mark an artwork as sold. Warning, you cannot undo this change once the update button has been clicked.

Click this button to update the record. You should see the updated record in the table if it has worked.