

HELP!

No button on the window? Fear not! If you take a closer look, there is actually a “Program” button at the top left corner. If you click on the button, there will be a drop-down menu showing all the functions. There should be 3 functions, which are:

1. Add New Program – This is self-explanatory. Key in the information accordingly following the format given. Once you are done, click on the “Add Program” button.
2. Search Programs – You will see the full list of the programs in the database. If there is an “(inactive)” after the name of the program, this means that the program had been soft deleted, which means it is still in the database but not visible to users. There are 2 functions here, which are to delete a program and to view who are enrolled in a program. If you want to delete a program, click on the program, click “Select”, then click “Delete”. If you want to view who are enrolled in a program, click on the program, click “Select” then click “Enrolled”. A window will pop up showing all the people enrolled in the program, including some of their details – name, username, and whether if the person is a member or not. There is also a search bar on top for you to search for any program that is currently available in the database.
3. Search Members/Non-Members – You will see the full list of members and non-members in the database. If the person is a member, the display will start with its username. If the person is a non-member, the display will start with its phone number. If there is an “(inactive)” after the person’s name, this means that the person had been soft deleted, which means it is still in the database. There are 2 functions here, which are to delete a person and to view the programs the person enrolled in. If you want to delete a person, click on the person, then click “Delete”. If you want to view the programs that the person enrolled in, click on the person, then click “Enrolled In”. The programs that the person enrolled in will be displayed in the text box below. It

will contain the name of the program, the start/end date of the program and the start/end time of the program. When a person is deleted, the person will be also be deleted from all the programs the person enrolled in. There is also a search bar on top for you to search for any person that is currently available in the database.

Once you are done, click on the “Sign Out” button to sign out your account.