ANYTIME FITNESS
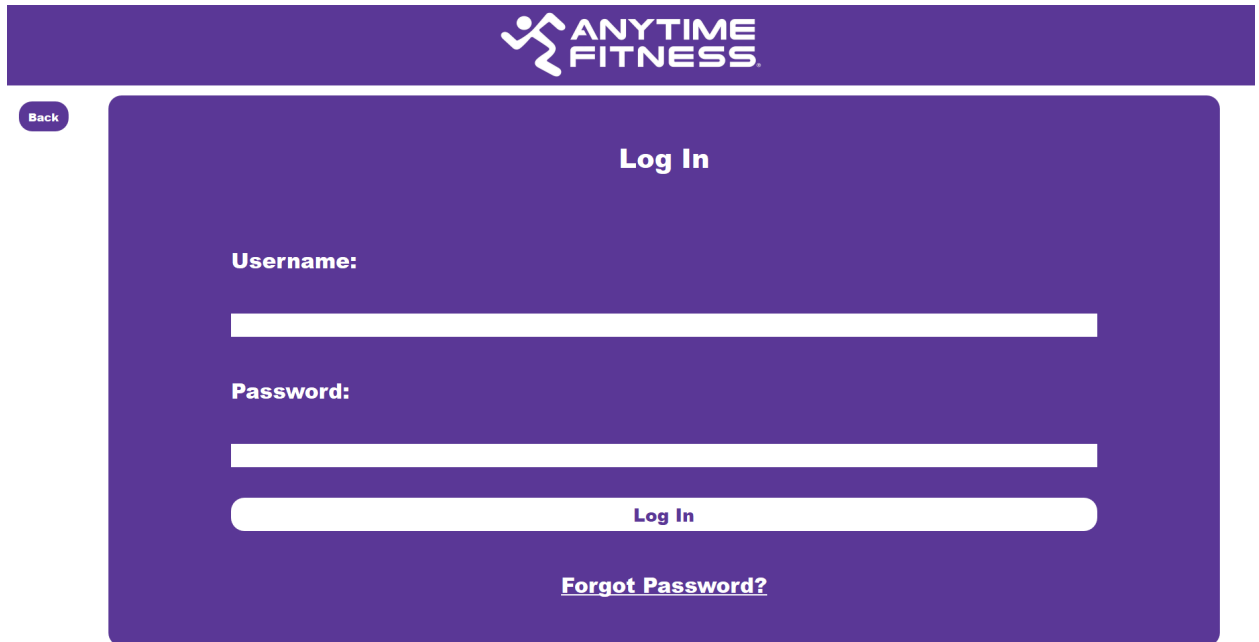
User Manual

General Functions
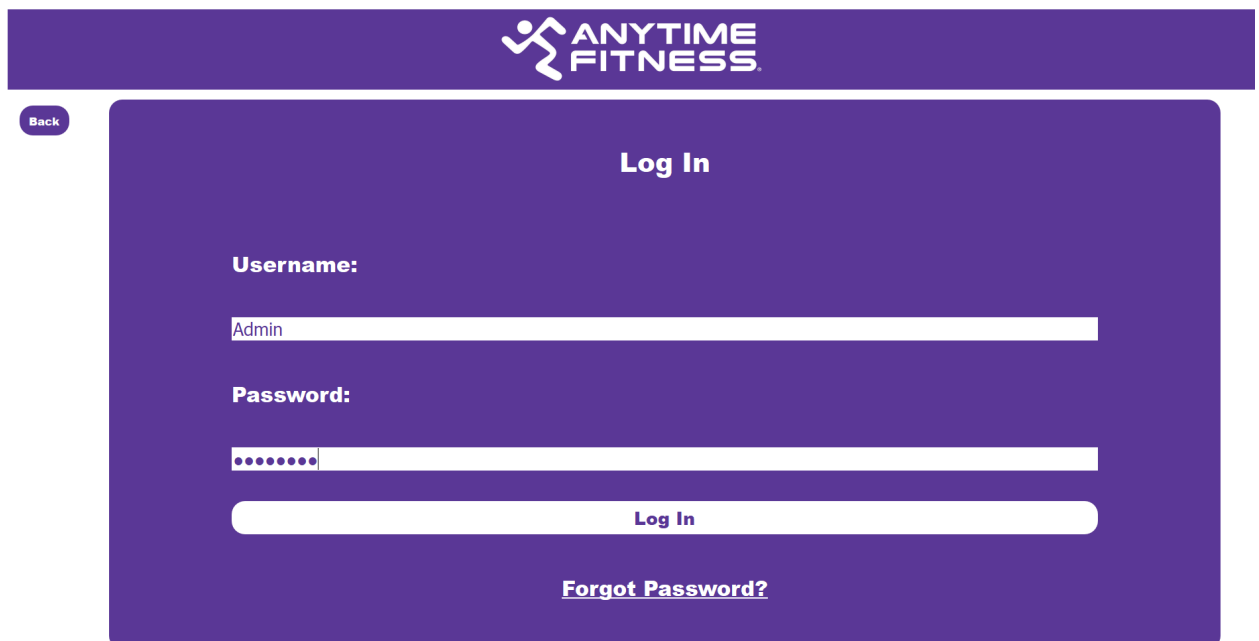
Login

1. The system prompts for a registered unique username and password.

2. Enter your username and password.

3. If the details are incorrect after five attempts, the system will time you out for one minute before you may attempt to log in again.

ANYTIME FITNESS

Back

Log In

Username:

Login Failed   ✕
⚠ Incorrect username or password. Please try again.
OK

Admin

Password:

•••••••

Log In

Forgot Password?

ANYTIME FITNESS

Back

Log In

Username:

Login Locked   ✕
⚠ Too many failed attempts. Please try again in 1 minute.
OK

Admin

Password:

•••••••

Log In
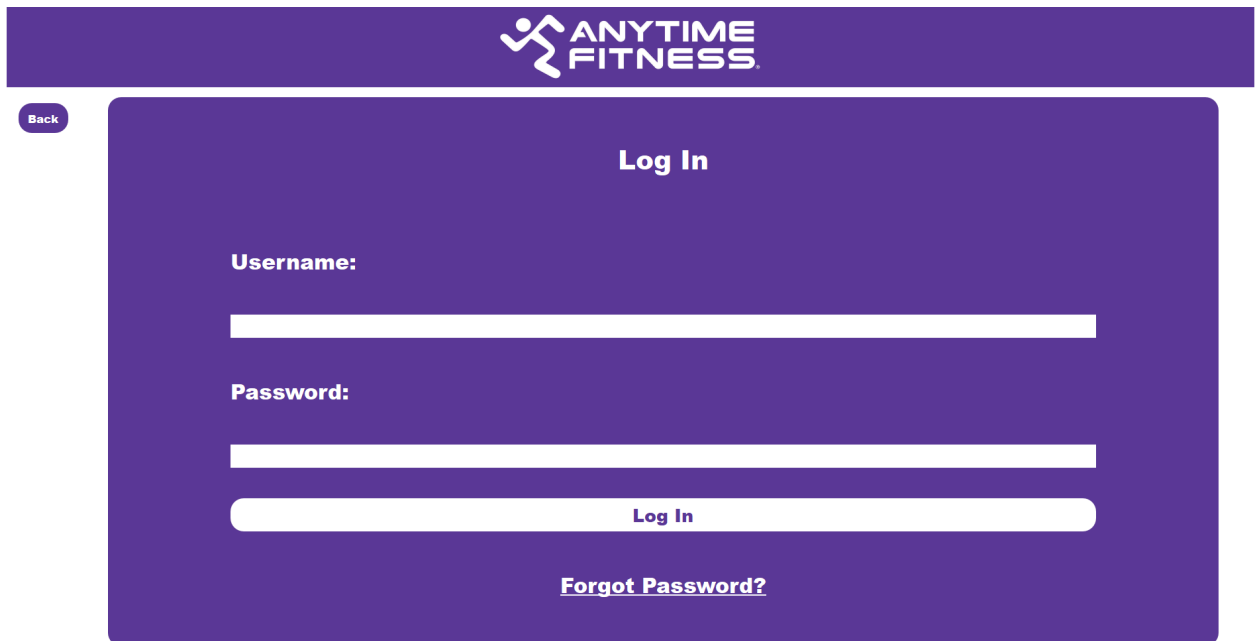
Forgot Password?

4. If the details are correct, you are logged in and the activity is saved in the user logs. You are then directed to your account module depending on your level of access.
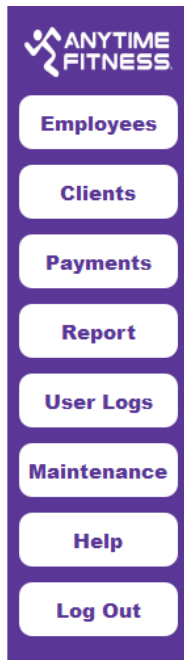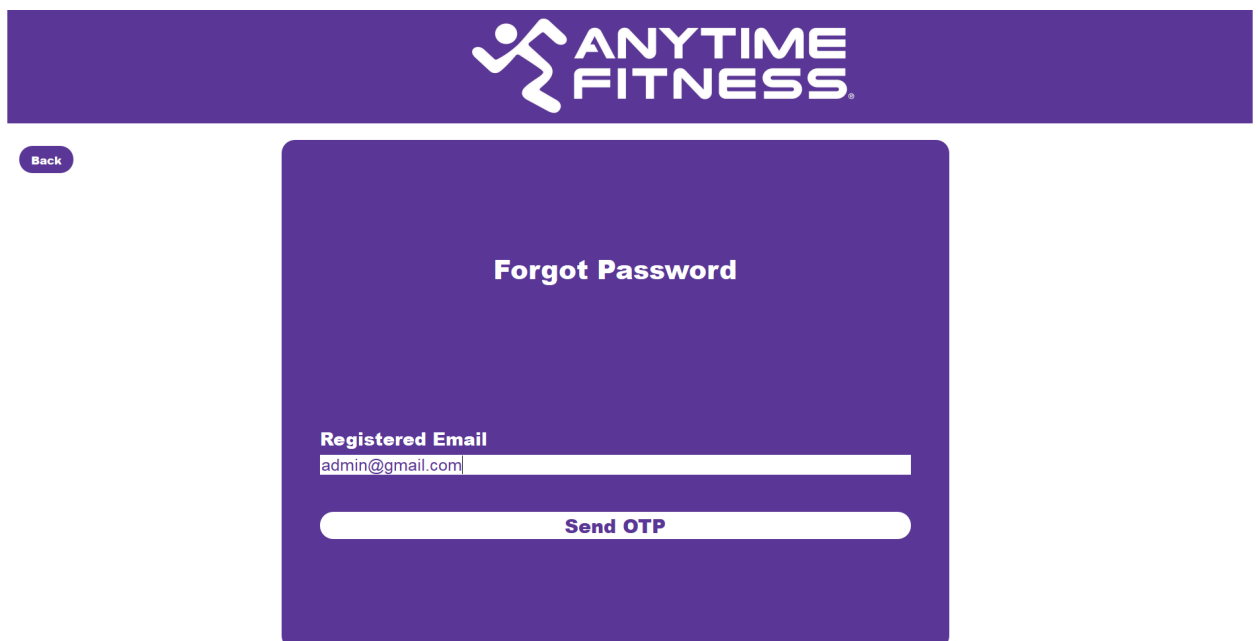
Forgot Password

1. Click the "Forgot Password" button.

2. Enter the email address associated with your account.

3. If the email is invalid or not found, you will be prompted to re-enter it.

4. If the email is valid, a verification code is sent to that email.
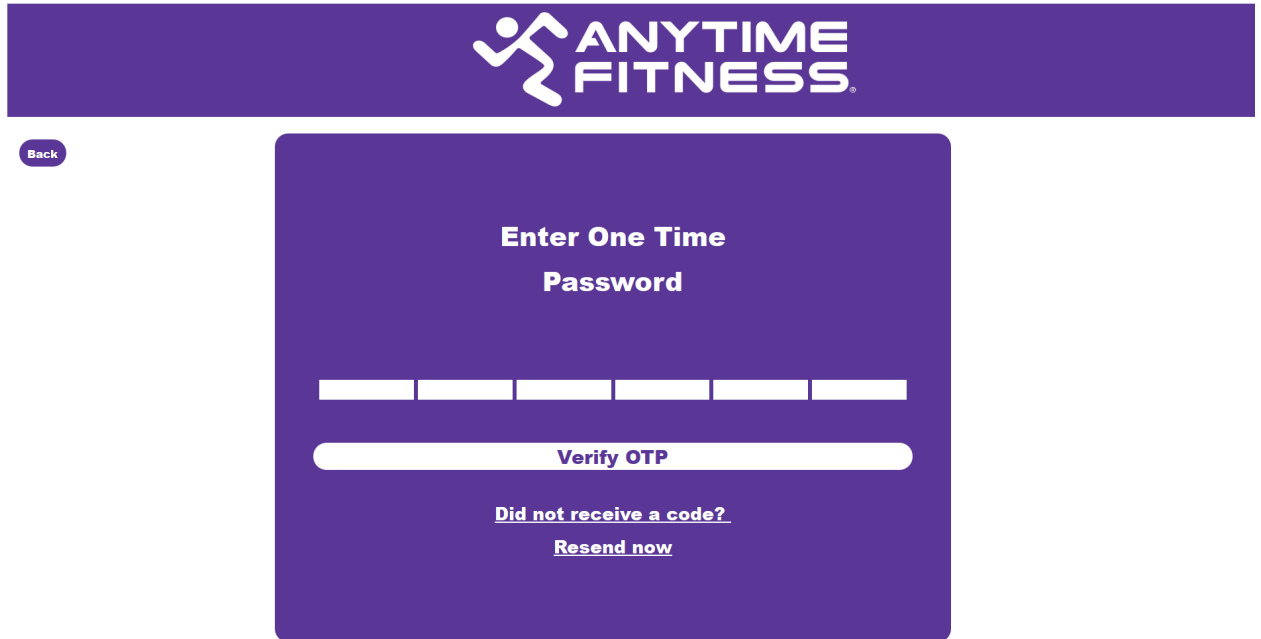
5. Enter the verification code received in your email.
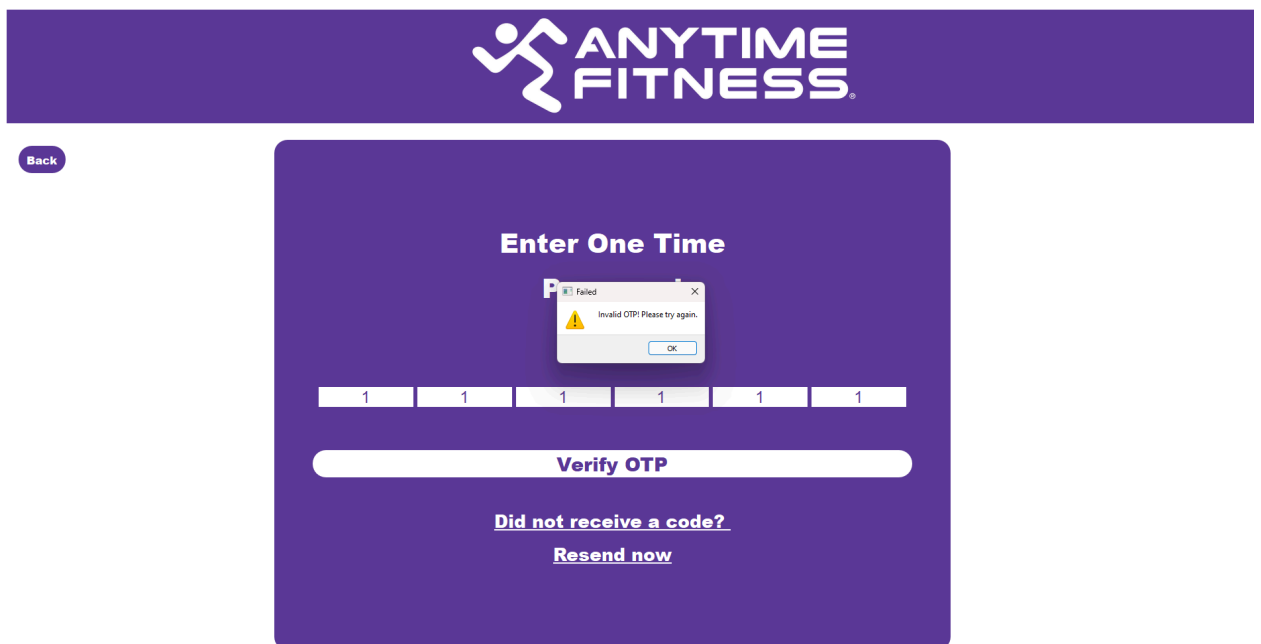
6. If the code is incorrect, you will be prompted to re-enter it.

7. If the code is correct, enter your new password twice to confirm.

8. If the passwords do not match or are invalid, re-enter them.

9. If the passwords match, your new password is saved, and the database is updated.

Reset Password

Success ×

ℹ Password reset successfully!

OK

Password
Hello123
Retype Password
Hello123

Reset Now

Back

Back

**Password Reset
Successful!**

Back to Login

Registration for clients

1. Enter your name, email address, contact number, desired unique username, password, and confirm the password.

2. For clients, additionally enter the program plan, medical condition, and birthdate.

3. If the email is invalid, username is taken, or the password does not match the parameters, you will be prompted to re-enter the information.

4. If the username is available and the passwords match, a verification code is sent to your email.

Account Verification

1. Enter the verification code sent to your email.

2. If the code is incorrect, re-enter it.

3. If the code is correct, your account will be registered and saved to the database.

Booking

1. Your account details are displayed and you may edit selected details such as your email address, contact number, address, program plan, and medical conditions.

Note: The text in gray font is uneditable from the client side, changes should be asked from the admin if necessary.

2. You can save or proceed to continue on with the booking process.

Personal Trainer Enrollment

1. Select a coach to be your personal trainer with specialties and experiences that align with your goals viewing their experiences and specialties.

ANYTIME FITNESS.

Log Out

Help

Jeff

Jeffrey Stonks

Experiences

Personal Training 2014-2024
Sports Conditioning 2019-2024

Specialties

Weight Loss
Body Transformation
Strength Training

Book Now

Kiel

Ezekiel Gebala

Experiences

Powerlifting 2021-2024
Personal Training 2023-2024

Specialties

Strength Training
Weight Loss

Book Now

2. Choose a package that you would like to avail.

ANYTIME FITNESS.

Back

Help

Private Package

Price: 2500.00

Training sessions conducted with the coach is done one-on-one.

Minimum Sessions: 6

Book Now

Public Package

Price: 2000.00

Training sessions conducted with the coach are shared with other members on the same time slot.

Minimum Sessions: 6

Book Now

3. Select the number of sessions, there are specific conditions per package about their minimum sessions and if you would select a number higher than the minimum then it will be set as that.

Select the Number of Sessions

- Adding more sessions would have additional costs of ₱500 per session.

10

Proceed

4. Finalize your selections by making sure the displayed data corresponds to the choices that you have selected previously.

Finalize your Selections

Coach:

Ezekiel Gebala

Program Plan:

Weight Loss

Package:

Public Package

Number of Sessions:

10

Total Amount:

4000.00

Ensure all data are correct before proceeding.

Proceed

5. Ensure the data is correct before proceeding.

6. Finalize your schedule by selecting the specific date and time you would want to have a training session.

7. Take a picture of the final summarized transaction detail as there will be no copy given to you.

Transaction Successful!

Coach:

Ezekiel Gebala

Program Plan:

Weight Loss

Package:

Public Package

Number of Sessions:

10

Total Amount:

4000.00

Selected Schedule

Monday: 9:00 AM - 10:00 AM

Wednesday: 9:00 AM - 10:00 AM

Friday: 9:00 AM - 10:00 AM

Save Transaction

Confirm and Log Out

Payment

1. Pay the corresponding amount over the counter.

ANYTIME FITNESS

Employees

Clients

Payments

Report

User Logs

Maintenance

Help

Log Out

Back **Add a Payment**

Receipt Number:

Client Username:

Transaction Handler:

Amount Total:

Payment Date:

Amount Paid:

Booking ID:

Change:

Calculate Change

Save Transaction

2. Manager records transaction details in the system.

3. Transaction details are saved to the database.

ANYTIME FITNESS

Back   **Add a Payment**

Employees

Clients

Payments

Report

User Logs

Maintenance

Help

Log Out

Receipt Number:

1025

Transaction Handler:

JC

Payment Date:

2024-07-04 22:59:34

Booking ID:

17

Client Username:

myek

Amount Total:

4000.00

Amount Paid:

5000

Change:

1000.00

Calculate Change

Save Transaction

Scheduling

Program Plan Selection

1. Display available workout programs or suggestions by the trainer.
2. Select a desired workout program, which is saved to the client's database.

Scheduling

1. Display the coach's schedule.
2. Select a time slot and day of the week for sessions.
3. The selected schedule repeats weekly until sessions are used up.
4. Canceled sessions do not reduce the total number of sessions but are rescheduled.
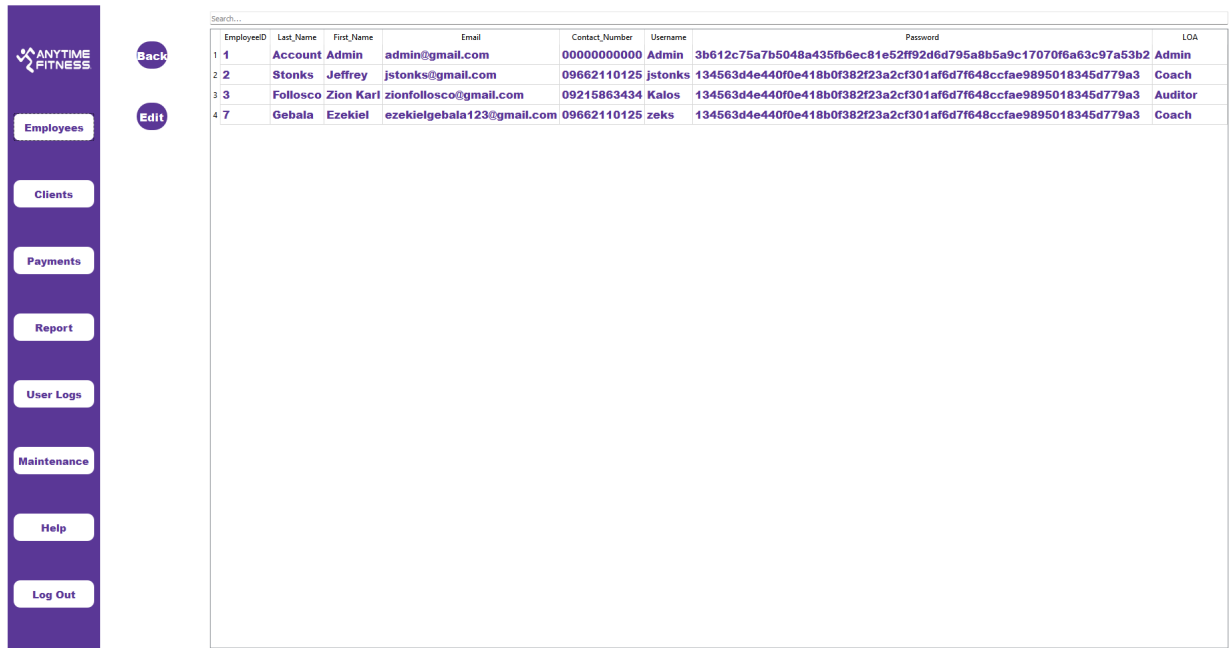
User Manual

- Access the user manual and locate the instructions needed that fit your current situation.
- The manual provides an introduction to the features available.

Admin
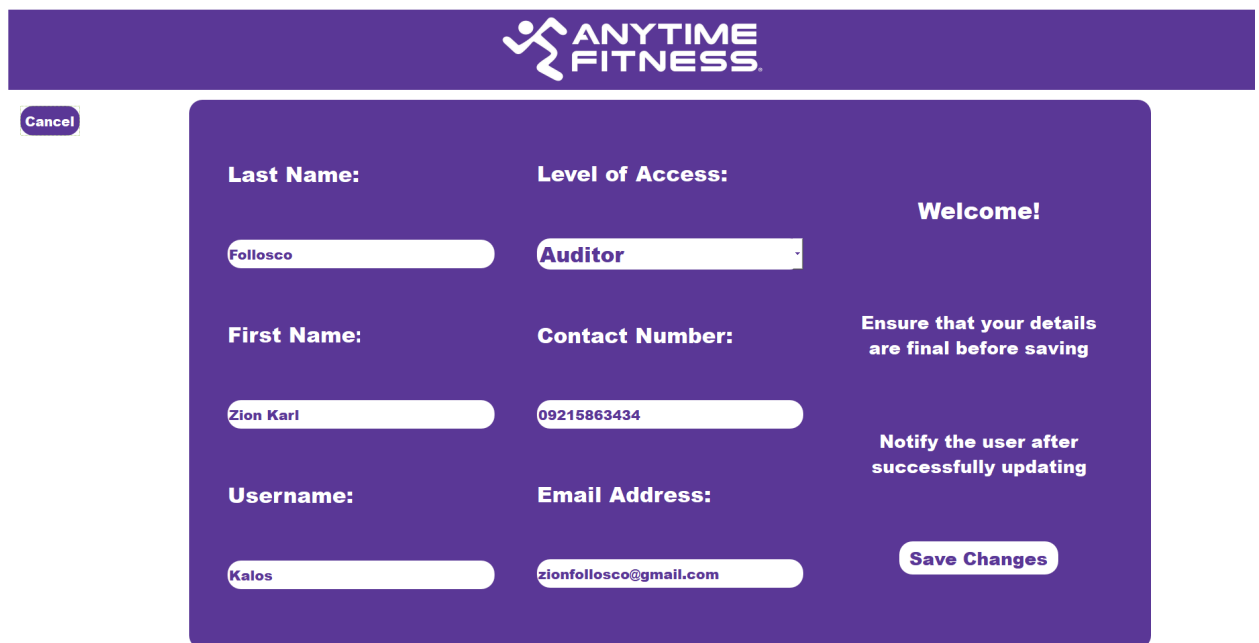
Employees Management

1. Access the employee management section.
2. The system displays the list of employees.

EmployeeID	Last_Name	First_Name	Email	Contact_Number	Username	Password	LOA
1	Account	Admin	admin@gmail.com	00000000000	Admin	3b612c75a7b5048a435fb6ec81e52ff92d6d795a8b5a9c17070f6a63c97a53b2	Admin
2	Stonks	Jeffrey	jstonks@gmail.com	09662110125	jstonks	134563d4e440f0e418b0f382f23a2cf301af6d7f648ccfae9895018345d779a3	Coach
3	Follosco	Zion Karl	zionfollosco@gmail.com	09215863434	Kalos	134563d4e440f0e418b0f382f23a2cf301af6d7f648ccfae9895018345d779a3	Auditor
7	Gebala	Ezekiel	ezekielgebala123@gmail.com	09662110125	zeks	134563d4e440f0e418b0f382f23a2cf301af6d7f648ccfae9895018345d779a3	Coach

3. Select a user,press the edit button, and assign a role from the dropdown box options.

4. The user is assigned a specific role based on their level of access.
5. The changes will be saved to the database.

Client Management

1. Access the client management section.

2. Select a client, press the edit button, and edit any of their data.

Last Name:

Reyes

First Name:

Mark

Address:

ngay Bagong Pag-asa, Mandaluyong City

Birthdate:

01/01/2000

Contact Number:

09053530823

Email Address:

markshjasf@gmail.com

Username:

markreyes

Password:

cf301af6d7f648ccfae9895018345d779a3

Program Plan:

Weight Loss

Medical Conditions:

Log Out

Welcome!

Please enter the details required and make sure your details are correct before you book. Looking forward to our coaching sessions soon!

Save and Proceed

3. The changes will be saved to the database.

Viewing Reports

1. Choose a type of report (coach, clients, or transactions).
2. The report is generated and displayed with monthly data and comparisons to the previous month.

Monitoring User Logs

● Access and view user logs of the system.

	LogID	EmployeeID	ClientID	UserType	First_Name	Last_Name	Login_Time	Logout_Time
	695	1	None	Employee	Admin	Account	2024-07-05 01:27:02	None
2	694	1	None	Employee	Admin	Account	2024-07-04 22:58:53	None
3	693	None	1	Client	Myek Jego	Cruz	2024-07-04 22:24:11	None
4	692	None	1	Client	Myek Jego	Cruz	2024-07-04 22:23:01	None
5	691	None	1	Client	Myek Jego	Cruz	2024-07-04 22:16:51	None
6	690	None	4	Client	Jan Carlos	Dela Cruz	2024-07-04 21:55:40	None
7	689	1	None	Employee	Admin	Account	2024-07-04 21:31:42	None
8	688	1	None	Employee	Admin	Account	2024-07-04 21:22:22	None
9	687	1	None	Employee	Admin	Account	2024-07-04 15:07:45	None
10	686	None	1	Client	Myek Jego	Cruz	2024-07-04 15:07:27	None
11	685	1	None	Employee	Admin	Account	2024-07-04 15:00:27	2024-07-04 15:00:47
12	684	3	None	Employee	Zion Karl	Follosco	2024-07-04 14:58:14	None
13	683	3	None	Employee	Zion Karl	Follosco	2024-07-04 14:57:24	2024-07-04 14:57:28
14	682	3	None	Employee	Zion Karl	Follosco	2024-07-04 14:56:51	None
15	681	3	None	Employee	Zion Karl	Follosco	2024-07-04 14:54:50	None
16	680	1	None	Employee	Admin	Account	2024-07-04 14:54:23	2024-07-04 14:54:45
17	679	1	None	Employee	Admin	Account	2024-07-04 14:52:54	None
18	678	1	None	Employee	Admin	Account	2024-07-04 14:51:24	None
19	677	1	None	Employee	Admin	Account	2024-07-04 14:40:20	None
20	676	1	None	Employee	Admin	Account	2024-07-04 14:36:51	None
21	675	1	None	Employee	Admin	Account	2024-07-04 14:29:38	None
22	674	None	1	Client	Myek Jego	Cruz	2024-07-04 14:29:24	None
23	673	3	None	Employee	Zion Karl	Follosco	2024-07-04 14:11:18	2024-07-04 14:17:27
24	672	1	None	Employee	Admin	Account	2024-07-04 14:07:40	None
25	671	1	None	Employee	Admin	Account	2024-07-04 14:07:00	2024-07-04 14:07:31
26	670	None	1	Client	Myek Jego	Cruz	2024-07-04 14:05:17	None
27	669	None	1	Client	Myek Jego	Cruz	2024-07-04 14:03:51	None
28	668	1	None	Employee	Admin	Account	2024-07-04 14:01:43	None
29	667	1	None	Employee	Admin	Account	2024-07-04 13:58:03	None
30	666	2	None	Employee	Jeffrey	Stonks	2024-07-04 13:49:11	None

Coaches

- Add and edit available coaches shown to clients for booking.

Add Coach

ANYTIME FITNESS

- Employees
- Clients
- Payments
- Report
- User Logs
- Maintenance
- Help
- Log Out

Coach

Coach Name:

Cancel

Experience:

Specialties:

Save

Edit Coach

ANYTIME FITNESS

- Employees
- Clients
- Payments
- Report
- User Logs
- Maintenance
- Help
- Log Out

Coach

Coach Name:

Cancel

Experience:

Specialties:

Save

Packages

- Add and edit available packages shown to clients for booking.

Maintenance

Back

SMS

ANYTIME FITNESS

Employees

Clients

Payments

Report

User Logs

Maintenance

Help

Log Out

Database

Backup   **Restore**

Packages

Add Package   **Edit Package**

Coaches

Add Coach   **Edit Coach Info**

Add Package

ANYTIME FITNESS

Employees

Clients

Payments

Report

User Logs

Maintenance

Help

Log Out

Package Name:

Minimum number of Sessions:

Package Price:

Package Details:

Cancel   **Save**

Edit Package

ANYTIME FITNESS

Package ID:

Package Name:

Minimum number of Sessions:

Package Price:

Package Details:

Cancel

Save

SMS Reminder

- Automated SMS reminders are sent a day before scheduled sessions.

ANYTIME FITNESS

Back

Help

Cruz, Myek Jego ▾

Message:

Client ID:

Username:

Number:

Coach:

Send Message

ANYTIME FITNESS

Back

Help

Dela Cruz, Jan Carlos ▾

Message:

Client ID: 4

Good day! This is coach JC reminding you of your session for tomorrow at 7:00 AM to 8:00 AM. See you tomorrow!

Username: iamJCDC

Number: 09053530823

Coach: Coach not assigned

Send Message

`Backup and Restore

- Pressing the backup button will save the current state of the database to its own SQL Text File.
- The user will be able to select the directory.
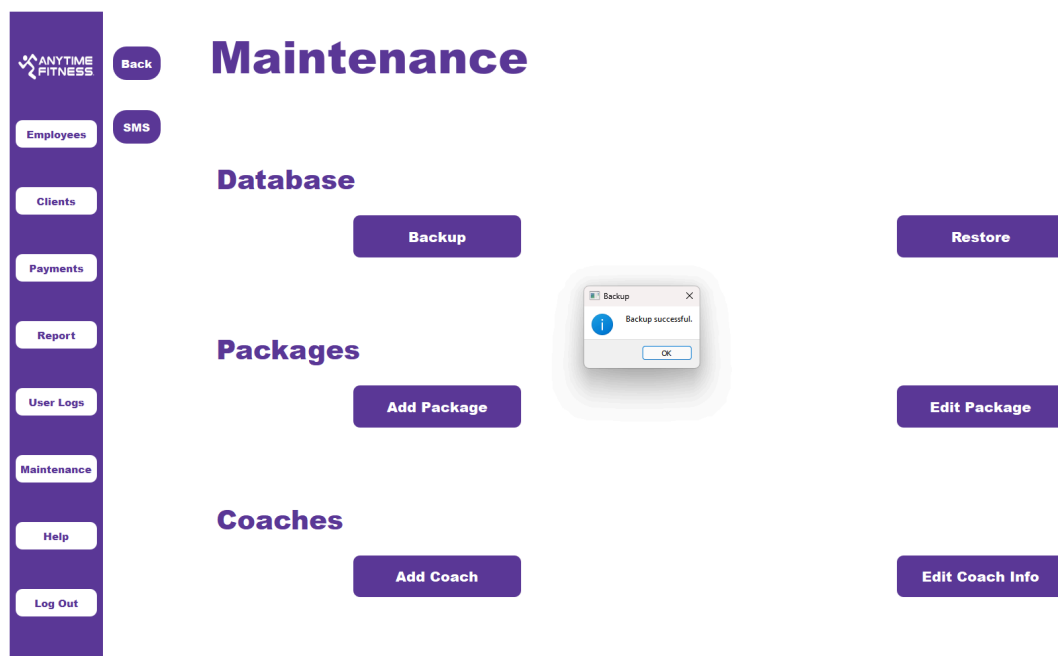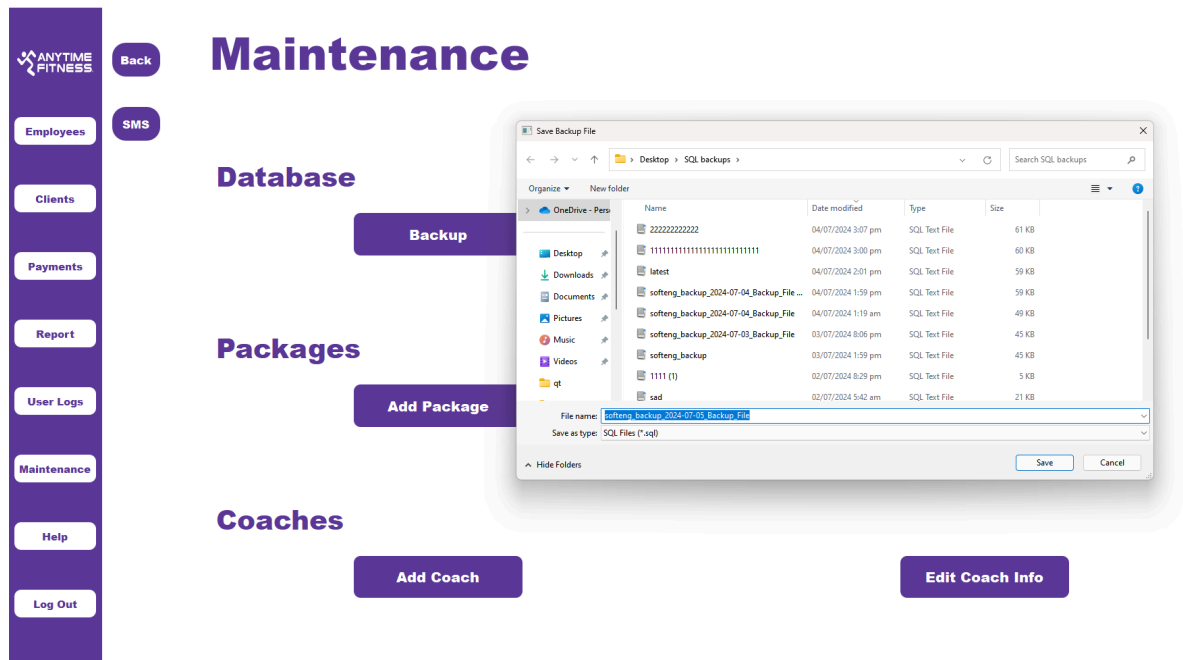
- Pressing the restore button will prompt the user to select a file from the directory.
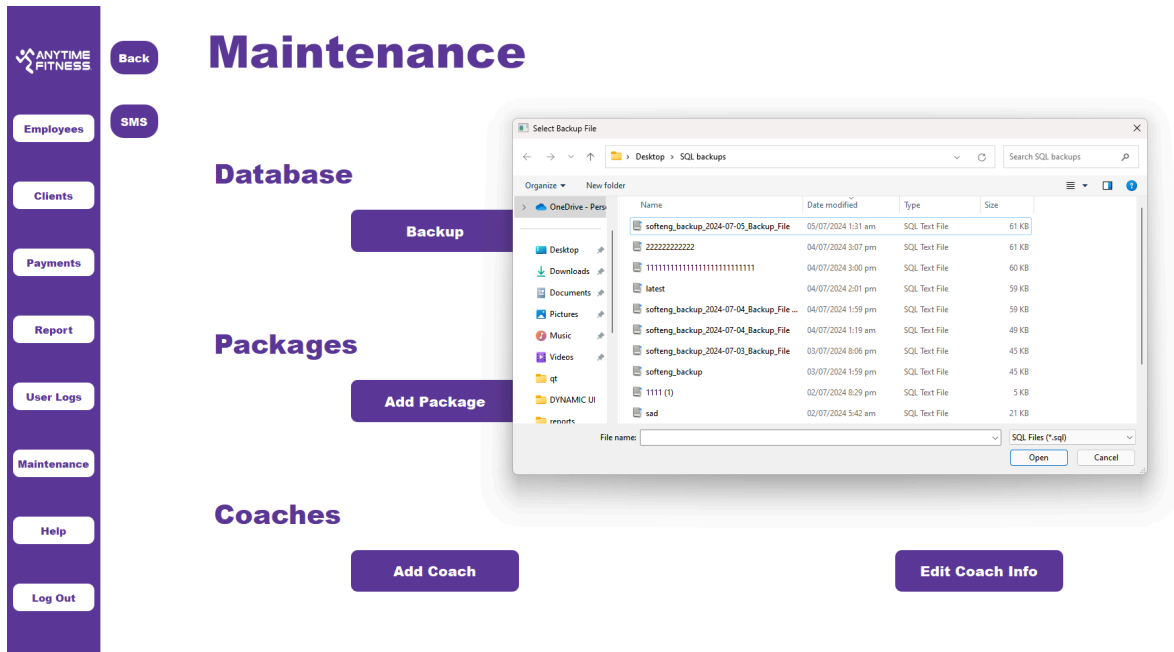
● Once selected, the database will be updated with the data from the selected file.
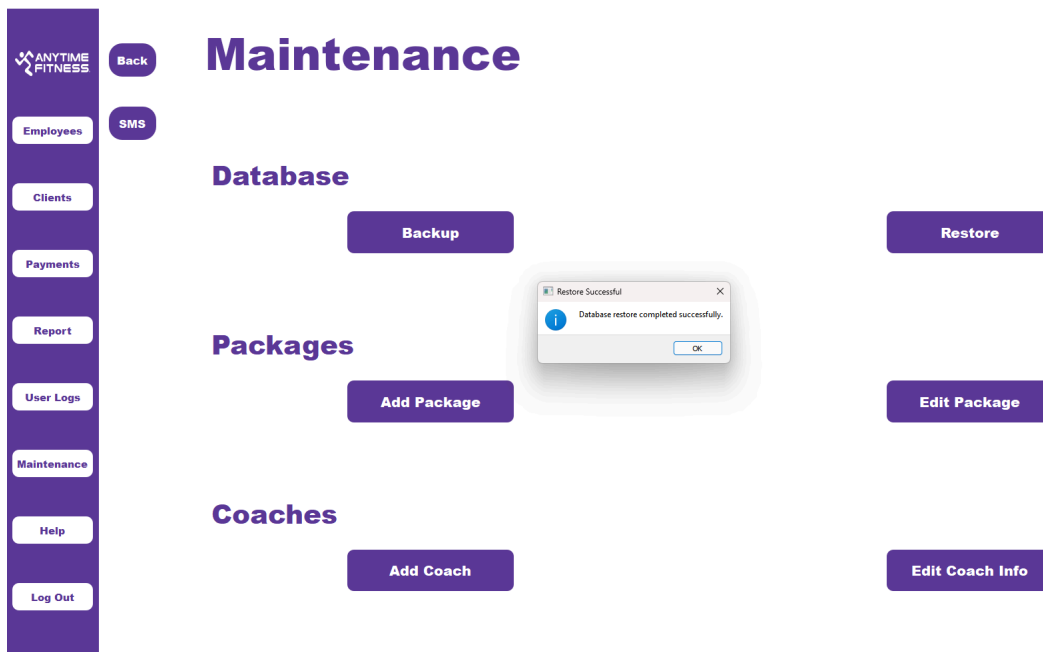
Coach

Client Management

- Review and update client records and progress.

	Client_Name	Client_ID	Email	Completed_Sessions	Cancelled_Sessions	Package	Initial_Weight	Current_Weight
1	Jane Smith	2	jane.smith@example.com	15	1	Package B	65	60
2	John Doe	1	john.doe@example.com	10	2	Package A	80	75
3	Michael Johnson	3	michael.johnson@example.com	5	0	Package C	90	85

Welcome!

Client Name:

Completed Sessions:

Contact Number:

Cancelled Sessions:

Edit the details and make sure they are correct before saving

Package:

Initial Weight:

Email Address:

Current Weight:

Save and Proceed

- Save updates to the database.

Session Schedule

1. Display a monthly calendar.
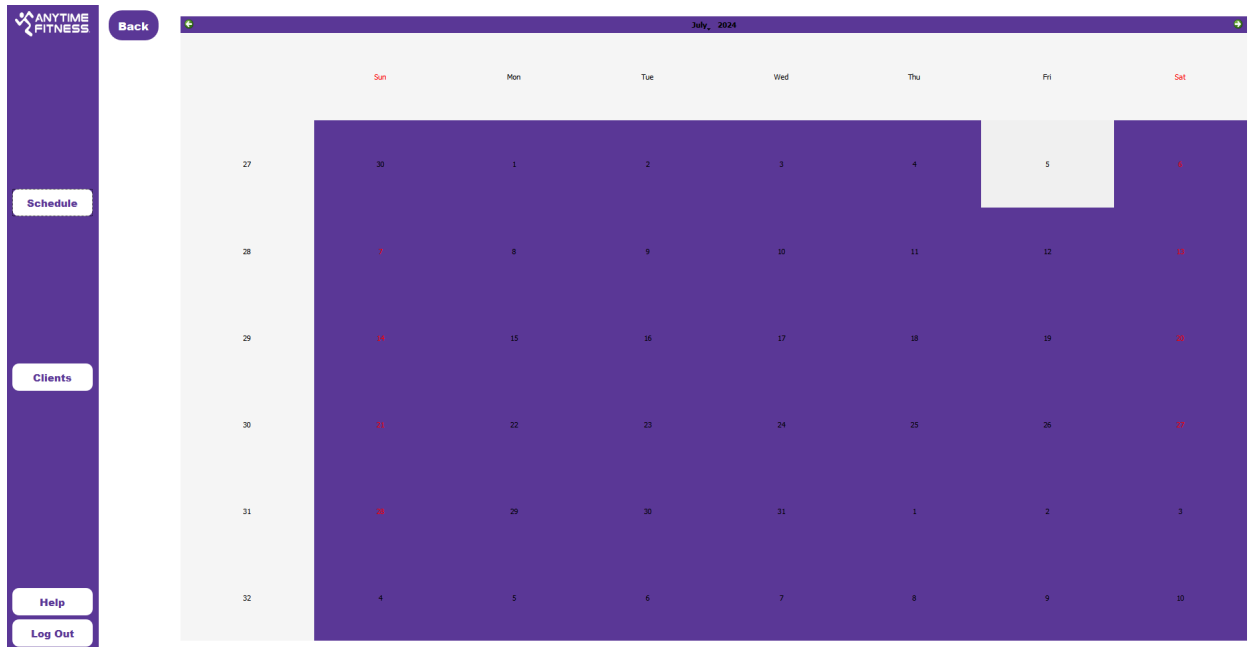
2. Select a day to view scheduled sessions.

3. Mark sessions as completed or canceled.

Sessions for: July 9, 2024

Select Session Time   **10:00 AM-11:00 AM**

Completed/Cancelled:

Myek Jego Cruz   10:00 AM-11:00 AM

• Completed

Andrew Tate   10:00 AM-11:00 AM

• Cancelled

Save

Schedule

Clients

Help

Log Out

Back

4. Save session updates to the database.

July, 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |

Session Status

Session marked as completed.

OK

Auditor

Generating Report

1. Select a type of report (coach, clients, or transactions).

2. The system retrieves and displays monthly data along with totals.
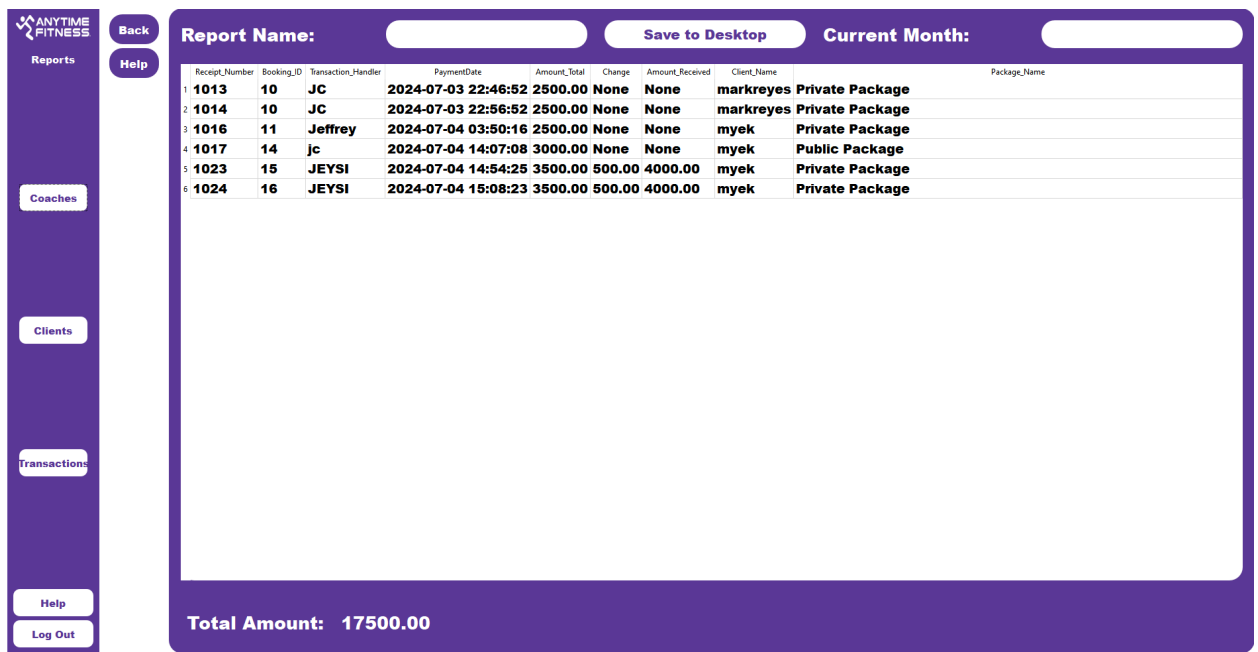
3. The system saves a csv file to the system for use and generation of physical reports.

Report Name: transactions   Save to Desktop   **Current Month:** July

	Receipt_Number	Booking_ID	Transaction_Handler	PaymentDate	Amount_Total	Change	Amount_Received	Client_Name	Package_Name
1	1013	10	JC	2024-07-03 22:46:52	2500.00	None	None	markreyes	Private Package
2	1014	10	JC	2024-07-03 22:56:52	2500.00	None	None	markreyes	Private Package
3	1016	11	Jeffrey	2024-07-(					
4	1017	14	jc	2024-07-(					
5	1023	15	JEYSI	2024-07-(					
6	1024	16	JEYSI	2024-07-(					

Save Report ✕

Desktop › reports   Search reports

Organize ▾ New folder

| Name	Date modified	Type	Size
2024-07-02_123_123	02/07/2024 9:03 pm	Microsoft Excel C...	1 KB
2024-07-02_aassa_asasas	02/07/2024 8:40 pm	Microsoft Excel C...	1 KB
asd	27/06/2024 3:35 am	Microsoft Excel C...	1 KB
asdasd	28/06/2024 3:03 am	Microsoft Excel C...	1 KB
asdasdasd	30/06/2024 8:37 pm	Microsoft Excel C...	1 KB
jooly	04/07/2024 7:13 am	Microsoft Excel C...	1 KB
July	04/07/2024 6:56 am	Microsoft Excel C...	1 KB
June 28	28/06/2024 2:52 pm	Microsoft Excel C...	1 KB
junee	03/07/2024 2:08 pm	Microsoft Excel C...	1 KB

File name: July Report
Save as type: CSV Files (*.csv)

Hide Folders   Save   Cancel

Total Amount: 17500.00

Report Name: transactions   Save to Desktop   **Current Month:** July

	Receipt_Number	Booking_ID	Transaction_Handler	PaymentDate	Amount_Total	Change	Amount_Received	Client_Name	Package_Name
1	1013	10	JC	2024-07-03 22:46:52	2500.00	None	None	markreyes	Private Package
2	1014	10	JC	2024-07-03 22:56:52	2500.00	None	None	markreyes	Private Package
3	1016	11	Jeffrey	2024-07-04 03:50:16	2500.00	None	None	myek	Private Package
4	1017	14	jc	2024-07-04 14:07:08	3000.00	None	None	myek	Public Package
5	1023	15	JEYSI	2024-07-04 14:54:25	3500.00	500.00	4000.00	myek	Private Package
6	1024	16	JEYSI	2024-07-04 15:08:23	3500.00	500.00	4000.00	myek	Private Package

Success ✕

Report saved successfully as 2024-07-05_July_transactions.csv

OK

Total Amount: 17500.00