ANYTIME FITNESS

# User Manual

# General

## 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.
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.

## 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 passwords do not match, 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.
2. You can save or proceed to continue on with the booking process.

## Personal Trainer Enrollment

1. Select a personal trainer to enroll.
2. Choose a coach that aligns with your goals viewing their experiences and specialties.
3. Choose a package that you would like to avail.
4. 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
5. Finalize your selections by making sure the displayed data corresponds to the choices that you have selected previously.
6. Input the code that will be coming from the admin to continue the process, inputting an invalid code will prompt you to set it again.
7. Finalize your schedule by selecting the specific date and time you would want to have a training session.
8. Take a picture of the final summarized transaction detail as there will be no copy given to you.

# Payment

1. Pay the corresponding amount over the counter.
2. Manager records transaction details in the system.
3. Transaction details are saved to the database.

# 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.
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.
3. The changes will be saved to the database.

## Transaction Management

1. Record transaction details such as receipt number, date and time, customer name, mode of payment, amount to be paid, amount paid, and the person managing the transaction.
2. Press the generate code button during payment for the client to use on their end.
3. The transaction details are 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.

## Packages

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

## SMS Reminder

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

## 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.

## User Logs

- User activities such as login, activity on the system, and logout are recorded with the date, time, and username.
- You may use the search bar to look for specific data.

# Coach

## Client Management

- Review and update client records and progress.
- 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.
4. Save session updates to the database.

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# Auditor

## Generating Report

1. Select a type of report (coach, clients, or transactions).
2. The system retrieves and displays monthly data along with totals from the previous month.
3. The system saves a csv file to the system for use and generation of physical reports.