



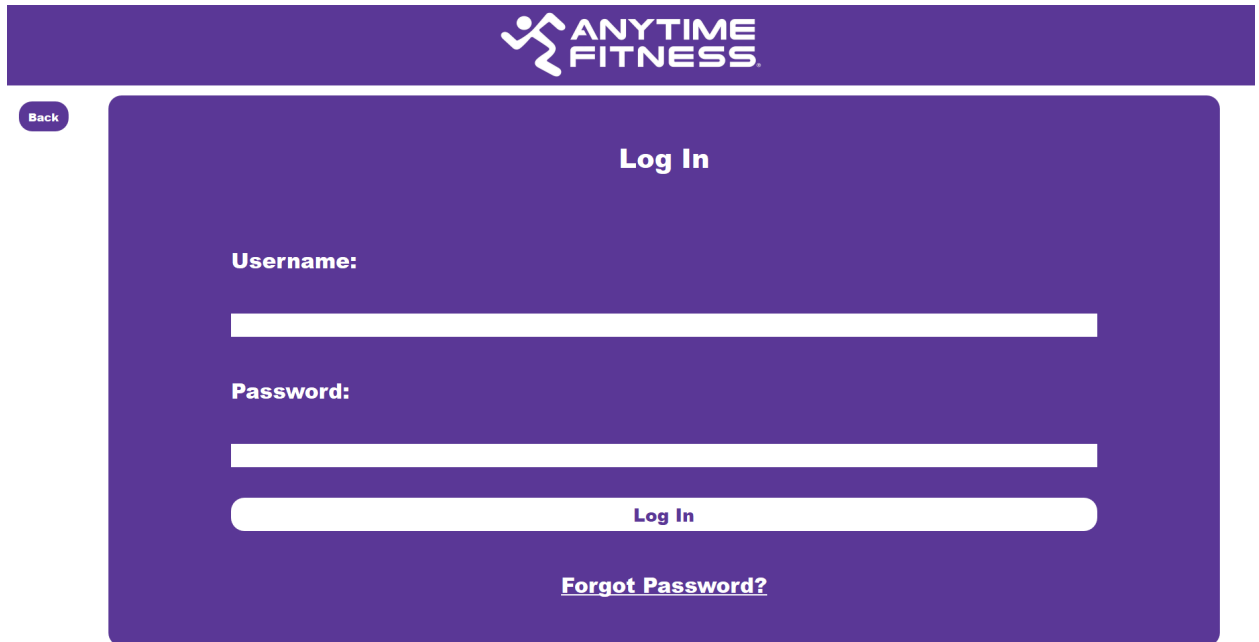
**ANYTIME
FITNESS**

User Manual

General Functions

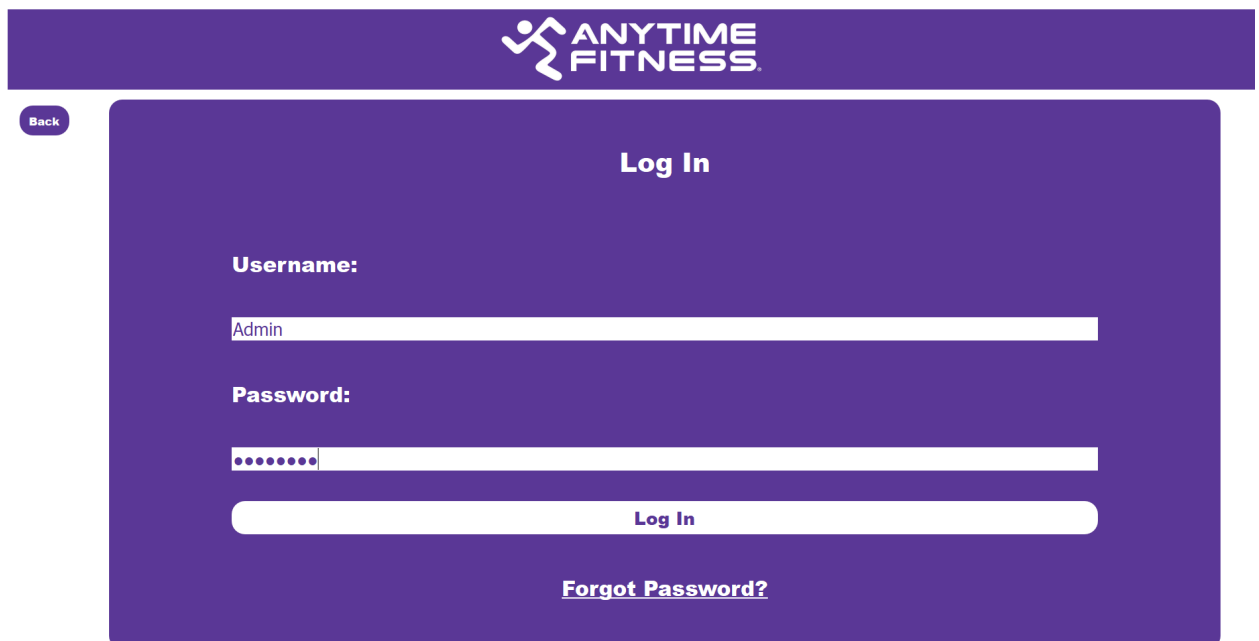
Login

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




The screenshot shows the Anytime Fitness login interface. At the top is a purple header with the Anytime Fitness logo. Below the header is a purple box containing the login form. On the left of this box is a small purple button labeled "Back". The form is titled "Log In" in white. It has two white input fields: one for "Username:" and one for "Password:". Below the password field is a white button labeled "Log In". At the bottom of the form is a link labeled "Forgot Password?".

2. Enter your username and password.



This screenshot shows the same login interface as the previous one, but with data entered. The "Username:" field now contains the text "Admin". The "Password:" field is filled with ten black dots, indicating a masked password. The "Log In" button and the "Forgot Password?" link remain visible at the bottom of the form.

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.




[Back](#)

Log In

Username:

Login Failed


 Incorrect username or password. Please try again.

OK

Password:

Log In

[Forgot Password?](#)




[Back](#)

Log In

Username:

Login Locked

 Too many failed attempts. Please try again in 1 minute.

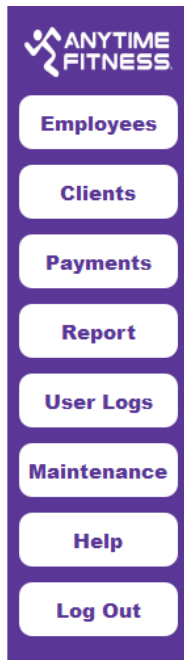
OK

Password:

Log In

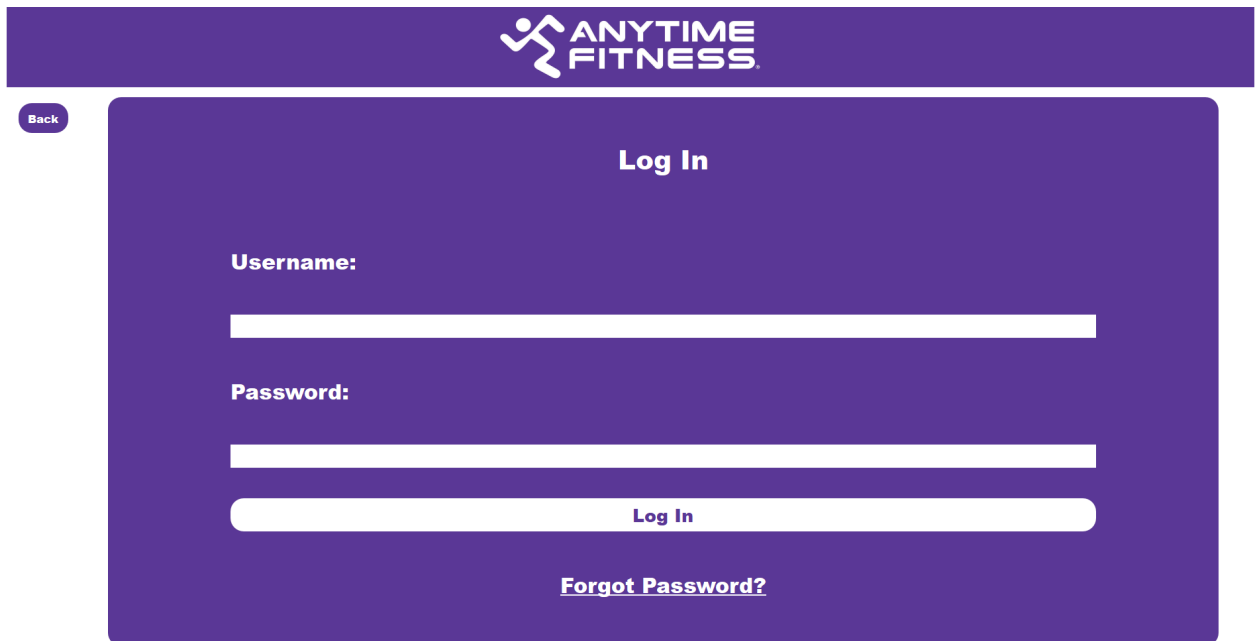
[Forgot Password?](#)

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.



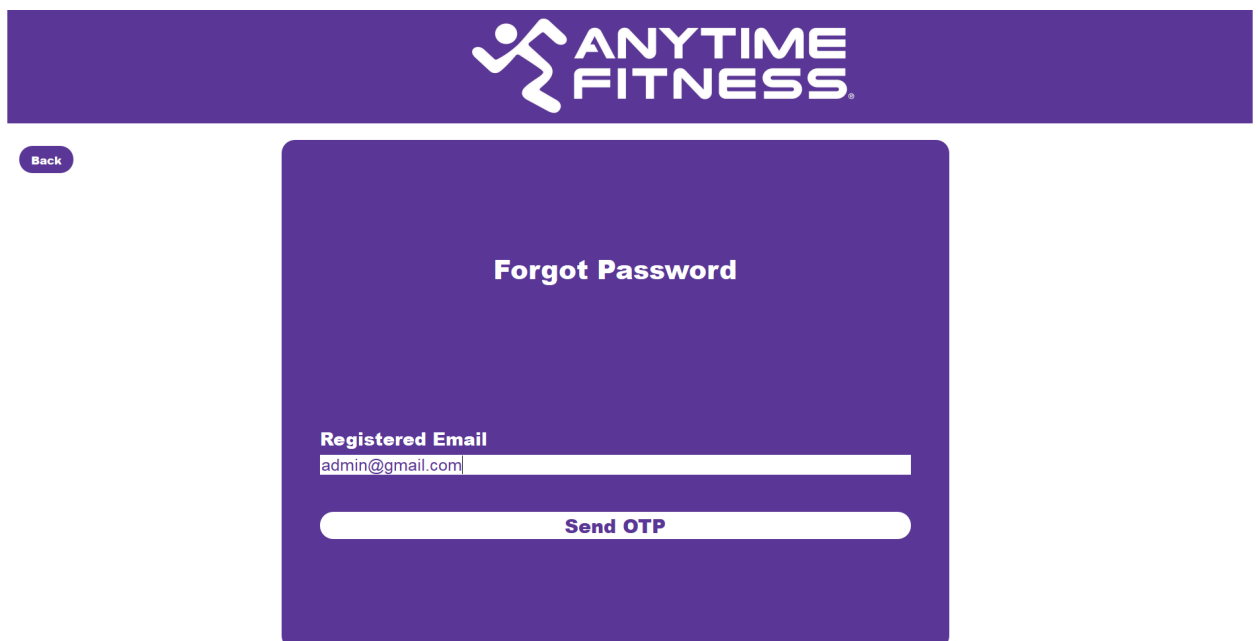
Forgot Password

1. Click the "Forgot Password" button.




A screenshot of the ANYTIME FITNESS login interface. At the top is a purple header with the ANYTIME FITNESS logo. Below the header is a white button labeled "Back". The main content area is a purple box with the title "Log In" at the top. It contains two input fields: "Username:" and "Password:". Below the password field is a white button labeled "Log In". At the bottom of the purple box is a link labeled "Forgot Password?".

2. Enter the email address associated with your account.



A screenshot of the ANYTIME FITNESS forgot password interface. At the top is a purple header with the ANYTIME FITNESS logo. Below the header is a white button labeled "Back". The main content area is a purple box with the title "Forgot Password" at the top. It contains a label "Registered Email" above an input field containing the text "admin@gmail.com". Below the input field is a white button labeled "Send OTP".

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



Back

Forgot Password

Email Not Registered


The email address is not registered.

OK

Registered Email
admin@gmail.co

Send OTP

4. If the email is valid, a verification code is sent to that email.



Back

Forgot Password

OTP Sent

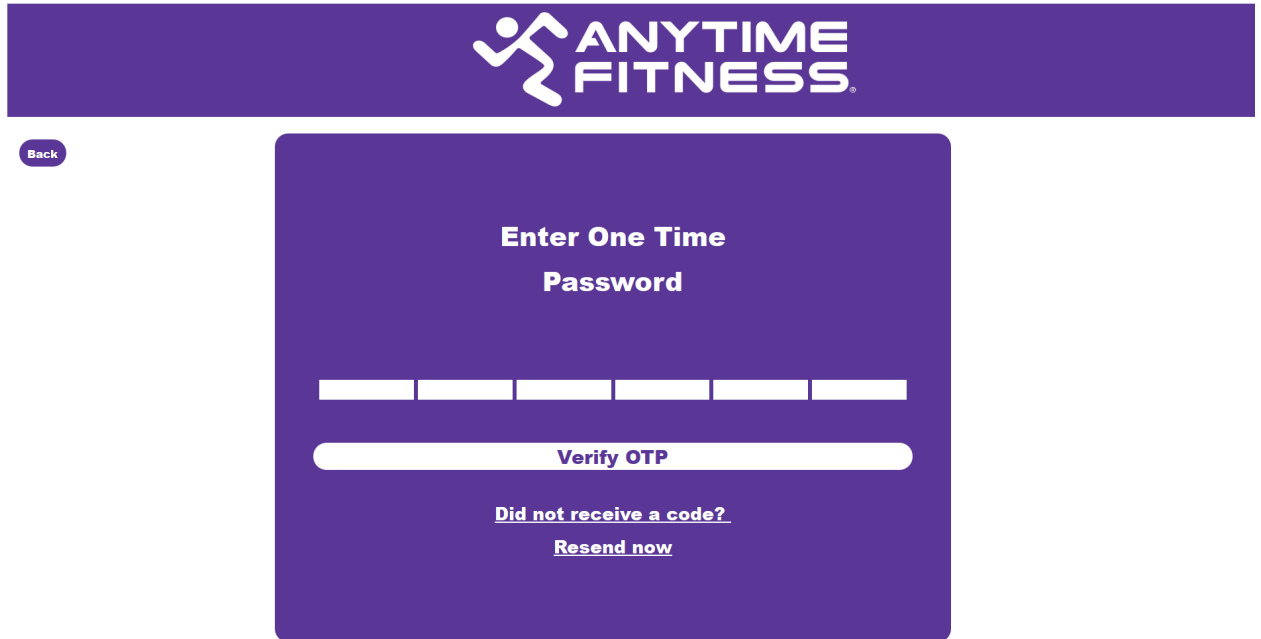
OTP has been sent to your email address.

OK

Registered Email
admin@gmail.com

Send OTP

5. Enter the verification code received in your email.



ANYTIME FITNESS

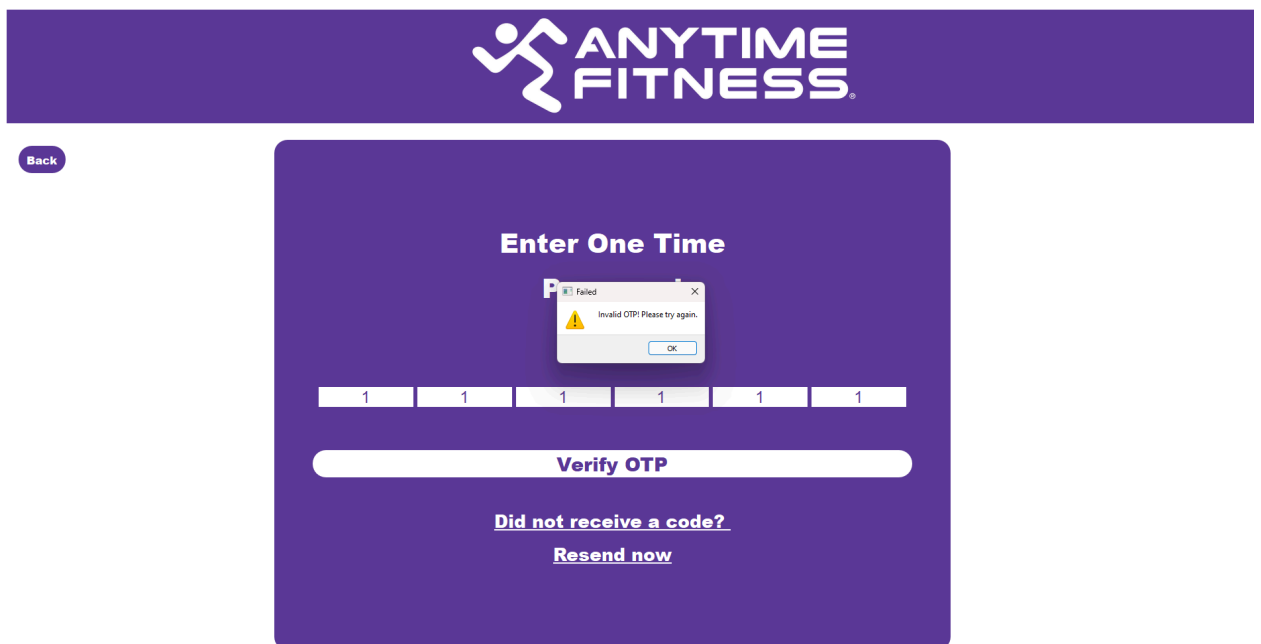
Back

Enter One Time Password

Verify OTP

[Did not receive a code?](#)
[Resend now](#)

6. If the code is incorrect, you will be prompted to re-enter it.



ANYTIME FITNESS

Back

Enter One Time Password


Failed
Invalid OTP! Please try again.
OK

1 1 1 1 1 1

Verify OTP

[Did not receive a code?](#)
[Resend now](#)

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



[Back](#)

Enter One Time

Success

OTP Verified Successfully!

OK

5

9

2

2


8

7

Verify OTP

[Did not receive a code?](#)
[Resend now](#)

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



[Back](#)

Reset Password

Invalid Password

⚠

Password must:

- Have at least 8 characters
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one digit
- Not contain any special characters


OK

Password
Admin

Retype Password
Admin123

Reset Now

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



[Back](#)

Reset Password

Success


Password reset successfully!

OK

Password

Retype Password

Reset Now




[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.



[Back](#)

Last Name:

First Name:

Contact Number:

Email Address:

Username:

Password:

Confirm Password:

Password must meet the following requirements:
At least 8 characters long
One uppercase character
One lowercase character
One number
No special characters


Welcome!

Ensure that your details are final before clicking the 'Register'

Please update the admin after successfully registering an

[Register](#)

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



[Back](#)

Last Name:

First Name:

Address:

Birthdate:

Contact Number:

Email Address:

Username:

Password:

Program Plan:


Medical Conditions:

Welcome!

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

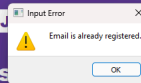
[Register](#)

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.




[Back](#)

Last Name:	Email Address:	Welcome! Please enter the details required and make sure your details are correct before you book. Looking forward to our coaching sessions soon!
<input type="text" value="Dela Cruz"/>	<input type="text" value="myek@gmail.com"/>	
First Name:	Username:	
<input type="text" value="Jan Carlos"/>	<input type="text" value="iamj"/>	
Address:	Password:	
<input type="text" value="Cainta Rizal"/>	<input type="password" value="Hello123"/>	
Birthdate:	Program Plan:	
<input type="text" value="04/07/2002"/>	<input type="text" value="Weight Loss"/>	
Contact Number:	Medical Conditions:	<input type="button" value="Register"/>
<input type="text" value="09053530823"/>	<input type="text"/>	

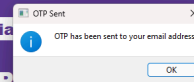


4. If the username is available and the passwords match, a verification code is sent to your email.




[Back](#)

Last Name:	Email Address:	Welcome! Please enter the details required and make sure your details are correct before you book. Looking forward to our coaching sessions soon!
<input type="text" value="Dela Cruz"/>	<input type="text" value="myek2@gmail.com"/>	
First Name:	Username:	
<input type="text" value="Jan Carlos"/>	<input type="text" value="iamj"/>	
Address:	Password:	
<input type="text" value="Cainta Rizal"/>	<input type="password" value="Hello123"/>	
Birthdate:	Program Plan:	
<input type="text" value="04/07/2002"/>	<input type="text" value="Weight Loss"/>	
Contact Number:	Medical Conditions:	<input type="button" value="Register"/>
<input type="text" value="09053530823"/>	<input type="text"/>	



Account Verification

1. Enter the verification code sent to your email.



[Back](#)

Enter One Time Password

7

4

8

9


7

9

Verify OTP

[Did not receive a code?](#)
[Resend now](#)

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



[Back](#)

Enter One Time Password

7

4

8

9


7

8

Verify OTP


[Did not receive a code?](#)
[Resend now](#)

Failed

 Invalid OTP! Please try again.

OK

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



[Back](#)

Enter One Time

Success

Client registered successfully.

OK

[Verify OTP](#)

[Did not receive a code?](#)

[Resend now](#)

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.

Log Out

Last Name:

Dela Cruz

First Name:

Jan Carlos

Address:

Cainta Rizal

Birthdate:

04/07/2002

Contact Number:

09053530823

Email Address:

myek2@gmail.com

Username:

iamJCDC

Password:

cf301af6d7f648ccfae9895018345d779a3

Program Plan:

Weight Loss

Medical Conditions:

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

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.

Log Out

Last Name:

Dela Cruz

First Name:

Jan Carlos

Address:

Cainta Rizal

Birthdate:

04/07/2002

Contact Number:

09053530823

Email Address:

myek2@gmail.com

Username:

iamJCDC

Password:

cf301af6d7f648ccfae9895018345d779a3

Program Plan:

Weight Loss

Medical Conditions:

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

Success

Client details updated successfully.

OK

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.

[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.

[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

- ANYTIME
FITNESS

Back

Select the Number
of Sessions

- Adding more sessions would have additional costs of P500 per session.

10

Proceed

- Back

Help

ANYTIME
FITNESS

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.



Billing

Back

Help

Client Name:

iamJCDC

Package Name:

Public Package

Package Price:

₱2000.00

Additional Sessions:


4 sessions x ₱500 each (Additional ₱2000.00)

Total Amount:

₱4000.00

Proceed

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



Finalize your Schedule

Back

Help

Mark the checkboxes on the day of which you want to have training sessions.

Select your preferred start time of training sessions.

Each training session has a duration of one (1) hour.

After selecting your desired schedule, press the confirm button to finalize your selection.

Confirm

	START TIME	END TIME
<input type="checkbox"/> SUNDAY		
<input checked="" type="checkbox"/> MONDAY	9:00 AM	10:00 AM
<input type="checkbox"/> TUESDAY		
<input checked="" type="checkbox"/> WEDNESDAY	9:00 AM	10:00 AM
<input type="checkbox"/> THURSDAY		
<input checked="" type="checkbox"/> FRIDAY	9:00 AM	10:00 AM
<input type="checkbox"/> SATURDAY		

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



Help

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

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Report

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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

Employees

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Back

Add a Payment

Receipt Number:

1025

Client Username:

myek

Transaction Handler:

JC

Amount Total:

4000.00

Payment Date:

2024-07-04 22:59:34

Amount Paid:

5000

Booking ID:

17

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.

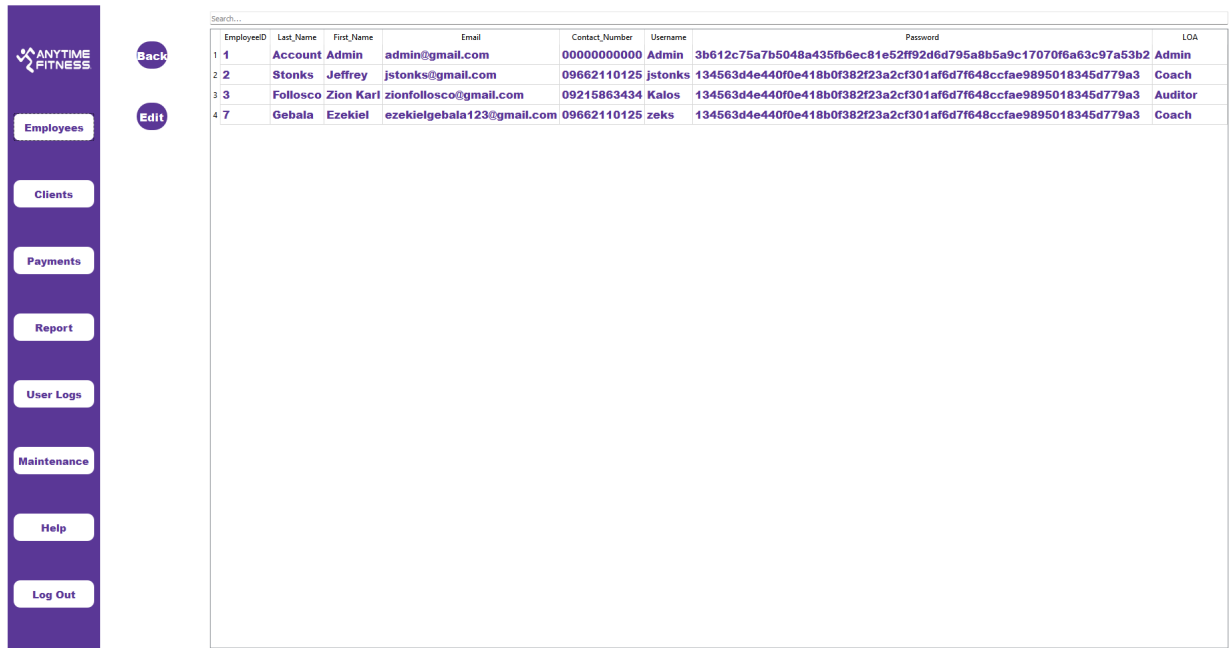
User Manual

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

Admin

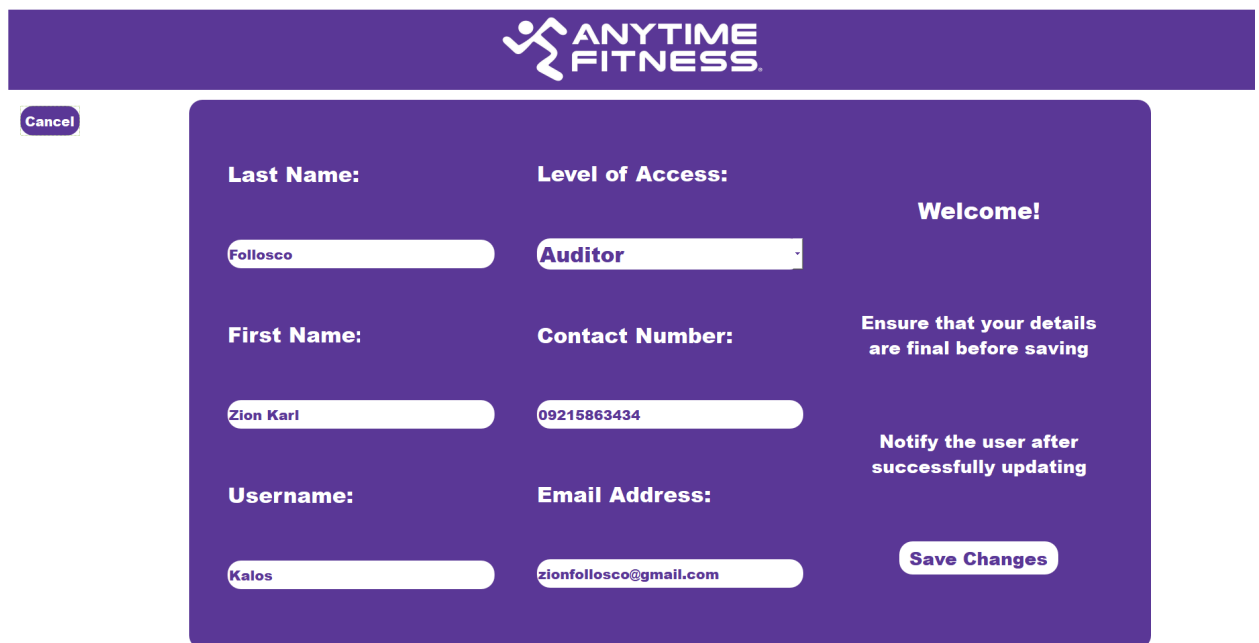
Employees Management

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
4	Gebala	Ezekiel	ezezielgebala123@gmail.com	09662110125	zeks	134563d4e440f0e418b0f382f23a2cf301af6d7f648ccfae9895018345d779a3	Coach

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



ANYTIME FITNESS

Cancel

Last Name: Follosco

Level of Access: Auditor

First Name: Zion Karl

Contact Number: 09215863434

Username: Kalos

Email Address: zionfollosco@gmail.com

Save Changes

Welcome!

Ensure that your details are final before saving

Notify the user after successfully updating

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

Cancel

Last Name:

Gebala

First Name:

Ezekiel

Username:

zeks

Level of Access:

Auditor

09662110125

Email Address:

ezezielgebala123@gmail.com

Welcome!

Ensure that your details are final before saving

Notify the user after successfully updating

Save Changes

Success

Employee details updated successfully.

OK

Client Management

- Access the client management section.

Back

Edit

SMS

Employees

Clients

Payments

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User Logs

Maintenance


Help

Log Out

Search...

ClientID	Last_Name	First_Name	Address	Birthdate	Contact_Number	Email	Username	
1	Cruz	Myek Jego	1234 Mango Street, Barangay San Antonio, Pasig City	2000-05-16	09845527624	myek@gmail.com	myek	134563
2	Tate	Andrew	567 Mahogany Street, Barangay Santo Tomas, Quezon City	2002-12-10	09845776145	lootboxorloottraps@gmail.com	king	134563
3	Reyes	Mark	432 Sunflower Drive, Barangay Bagong Pag-asa, Mandaluyong City	2000-01-01	09053530823	markshjasf@gmail.com	markreyes	134563
4	Dela Cruz	Jan Carlos	Cainta Rizal	2002-07-04	09053530823	myek2@gmail.com	iamJCDC	134563

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



Log Out

Last Name: <input type="text" value="Reyes"/>	Email Address: <input type="text" value="markshjasf@gmail.com"/>	Welcome! Please enter the details required and make sure your details are correct before you book. Looking forward to our coaching sessions soon!
First Name: <input type="text" value="Mark"/>	Username: <input type="text" value="markreyes"/>	
Address: <input type="text" value="ngay Bagong Pag-asa, Mandaluyong City"/>	Password: <input type="text" value="cf301af6d7f648ccfae9895018345d779a3"/>	
Birthdate: <input type="text" value="01/01/2000"/>	Program Plan: <input type="text" value="Weight Loss"/>	
Contact Number: <input type="text" value="09053530823"/>	Medical Conditions: <input type="text"/>	
<input type="button" value="Save and Proceed"/>		

- The changes will be saved to the database.

Viewing Reports

- Choose a type of report (coach, clients, or transactions).
- 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.

Back

Search...							
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
694	1	None	Employee	Admin	Account	2024-07-04 22:58:53	None
693	None	1	Client	Myek Jego	Cruz	2024-07-04 22:24:11	None
692	None	1	Client	Myek Jego	Cruz	2024-07-04 22:23:01	None
691	None	1	Client	Myek Jego	Cruz	2024-07-04 22:16:51	None
690	None	4	Client	Jan Carlos	Dela Cruz	2024-07-04 21:55:40	None
689	1	None	Employee	Admin	Account	2024-07-04 21:31:42	None
688	1	None	Employee	Admin	Account	2024-07-04 21:22:22	None
687	1	None	Employee	Admin	Account	2024-07-04 15:07:45	None
686	None	1	Client	Myek Jego	Cruz	2024-07-04 15:07:27	None
685	1	None	Employee	Admin	Account	2024-07-04 15:00:27	2024-07-04 16:00:47
684	3	None	Employee	Zion Karl	Follosco	2024-07-04 14:58:14	None
683	3	None	Employee	Zion Karl	Follosco	2024-07-04 14:57:24	2024-07-04 14:57:28
682	3	None	Employee	Zion Karl	Follosco	2024-07-04 14:56:51	None
681	3	None	Employee	Zion Karl	Follosco	2024-07-04 14:54:50	None
680	1	None	Employee	Admin	Account	2024-07-04 14:54:23	2024-07-04 14:54:45
679	1	None	Employee	Admin	Account	2024-07-04 14:52:54	None
678	1	None	Employee	Admin	Account	2024-07-04 14:51:24	None
677	1	None	Employee	Admin	Account	2024-07-04 14:40:20	None
676	1	None	Employee	Admin	Account	2024-07-04 14:36:51	None
675	1	None	Employee	Admin	Account	2024-07-04 14:29:38	None
674	None	1	Client	Myek Jego	Cruz	2024-07-04 14:29:24	None
673	3	None	Employee	Zion Karl	Follosco	2024-07-04 14:11:18	2024-07-04 14:17:27
672	1	None	Employee	Admin	Account	2024-07-04 14:07:40	None
671	1	None	Employee	Admin	Account	2024-07-04 14:07:00	2024-07-04 14:07:31
670	None	1	Client	Myek Jego	Cruz	2024-07-04 14:05:17	None
669	None	1	Client	Myek Jego	Cruz	2024-07-04 14:03:51	None
668	1	None	Employee	Admin	Account	2024-07-04 14:01:43	None
667	1	None	Employee	Admin	Account	2024-07-04 13:58:03	None
666	2	None	Employee	Jeffrey	Stonks	2024-07-04 13:49:11	None

Coaches

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

Back

SMS

Maintenance

Database

Backup

Restore

Packages


Add Package

Edit Package

Coaches

Add Coach

Edit Coach Info



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Add Coach

Coach


Coach Name:

Cancel

Experience:

Specialties:

Save



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Edit Coach

Coach

Coach Name:

Cancel

Experience:

Specialties:

Save

Packages

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

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Log Out

Add Package

Package Name:

Minimum number of Sessions:

Package Price:

Package Details:

Cancel

Save

Edit Package

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.



Back

Help

Cruz, Myek Jego

Client ID:

Username:

Number:

Coach:

Message:

Send Message



Back

Help

Dela Cruz, Jan Carlos

Client ID:

4

Username:

iamJCDC

Number:

09053530823

Coach:

Coach not assigned

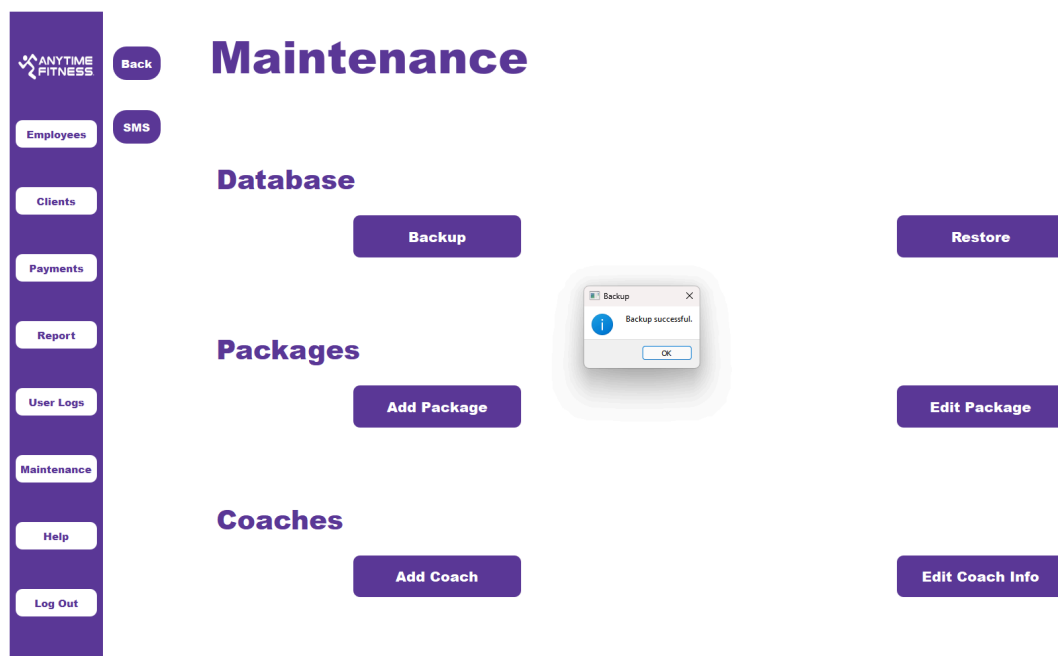
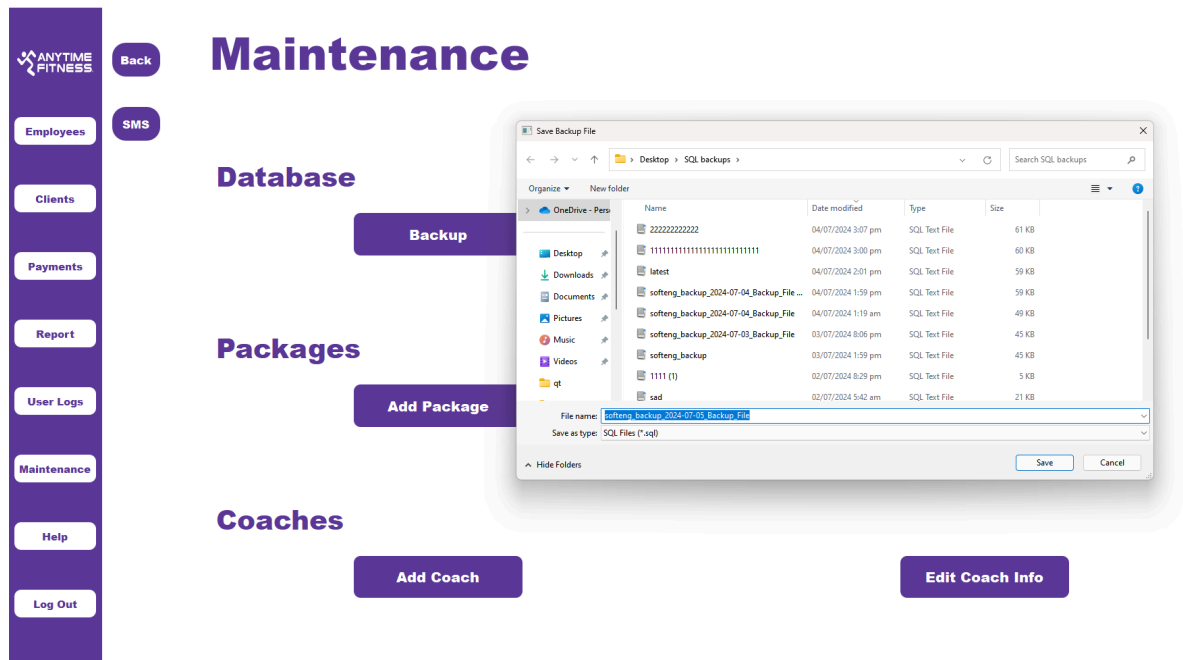
Message:

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

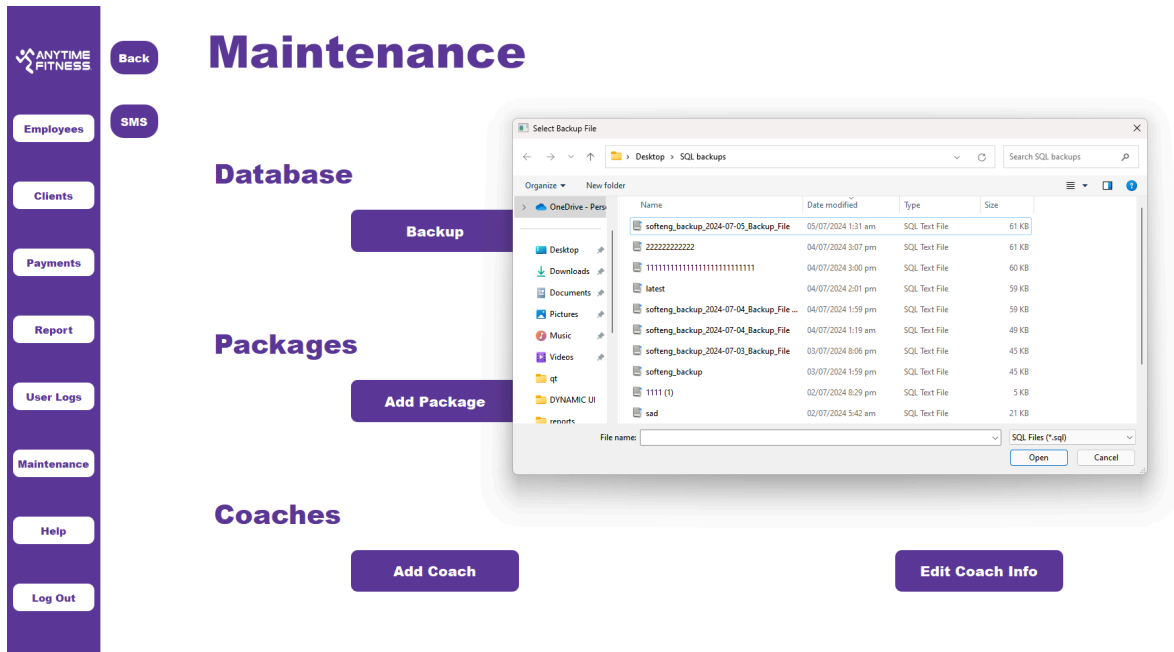
Send Message

Backup and Restore

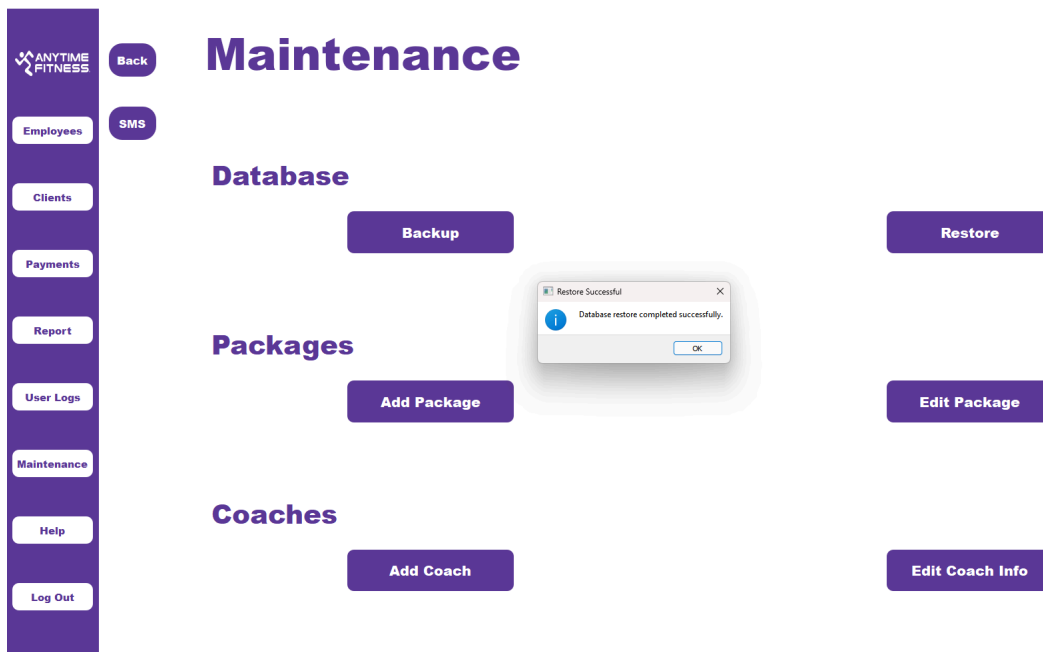
- Pressing the backup button will save the current state of the database to its own SQL Text File.
- The user will be able to select the directory.



- 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.

ANYTIME
FITNESS

Back

Edit

Schedule

Clients

Help

Log Out

Search...

	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

ANYTIME
FITNESS

Back

Client Name:

Contact Number:

Package:

Email Address:

Completed Sessions:

Cancelled Sessions:

Initial Weight:

Current Weight:

Welcome!

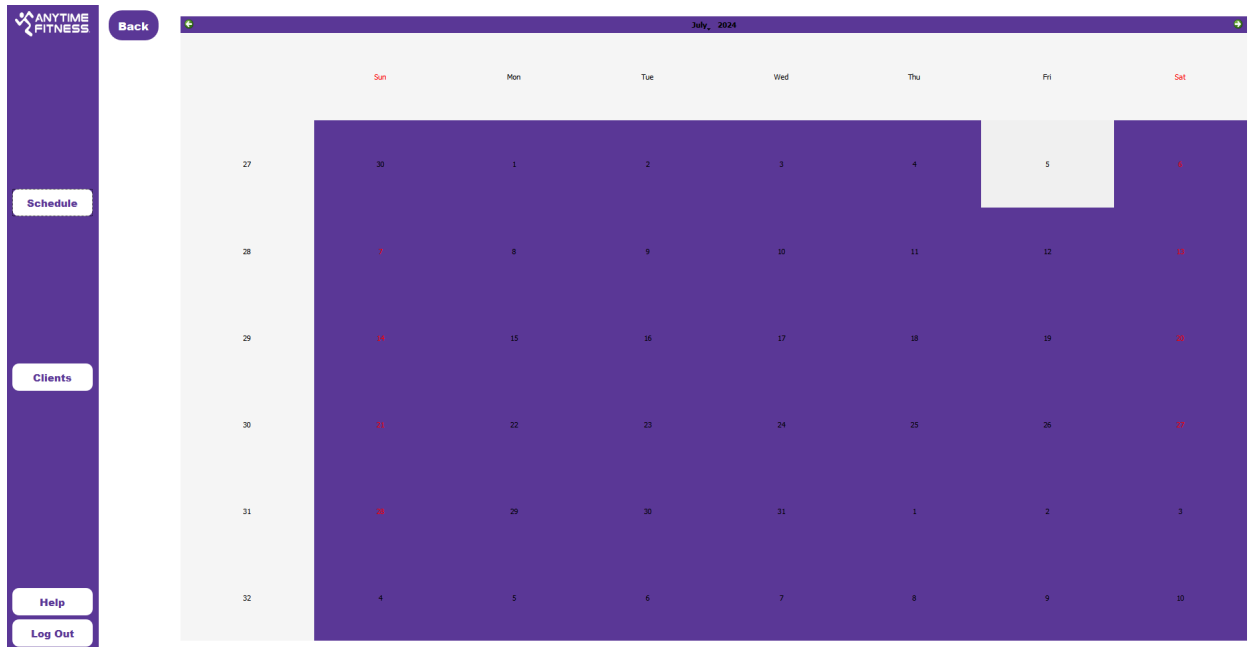
Edit the details and make sure they are correct before saving

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.

ANYTIME FITNESS

Back

Schedule

Clients

Help

Log Out

Sessions for: July 9, 2024

Select Session Time10:00 AM-11:00 AM

Myek Jego Cruz

10:00 AM-11:00 AM

Completed/Cancelled:

Completed

Cancelled

Andrew Tate

10:00 AM-11:00 AM

Save

4. Save session updates to the database.

ANYTIME FITNESS

Back

Schedule

Clients

Help

Log Out

July, 2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	30	1	2	3	4	5	6
28	7	8	9	10	11	12	13
29	14	15		17	18	19	20
30	21	22	23	24	25	26	27
31	28	29	30	31	1	2	3
32	4	5	6	7	8	9	10

Session Status

Session marked as completed.

OK

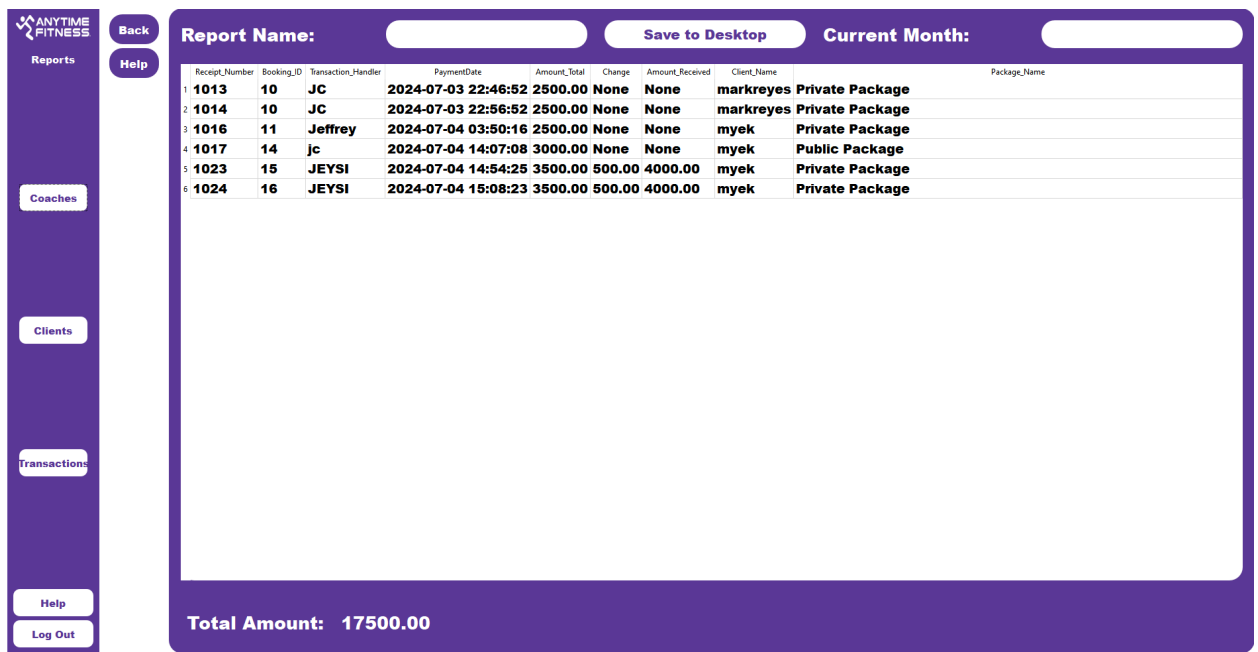
Auditor

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.

ANYTIME FITNESS

Reports

Coaches

Clients

Transactions

Help

Log Out

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Help

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					
4	1017	14	jc	2024-07-4					
5	1023	15	JEYSI	2024-07-4					
6	1024	16	JEYSI	2024-07-4					

Save Report

Desktop > reports

2024-07-02_123_123

2024-07-02_aassa_essas

asd

asdasd

asdasdasd

joely

July

June 28

June

File name: July Report

Save as type: CSV Files (*.csv)

Save

Cancel

Total Amount: 17500.00

ANYTIME FITNESS

Reports

Coaches

Clients

Transactions

Help

Log Out

Back

Help

Report Name: transactions

Save to Desktop

Current Month: July

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