



STUDIO 2

Subscription Manager

User Manual

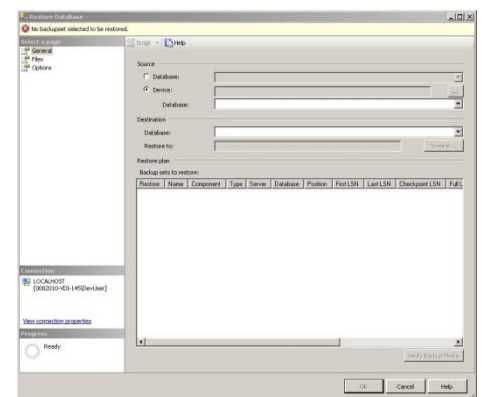
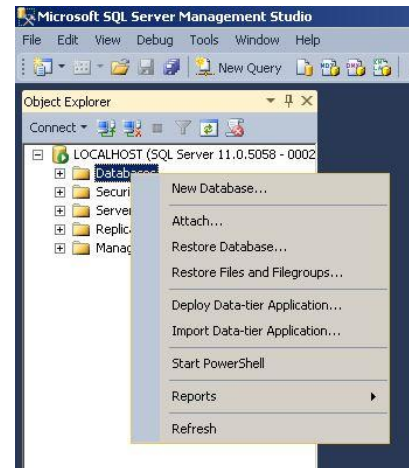
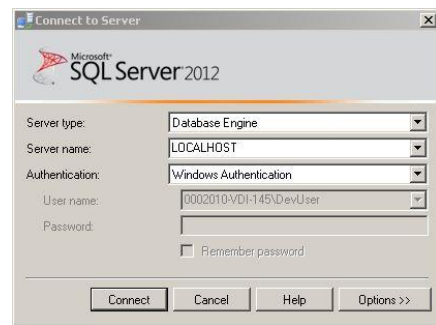
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SETUP

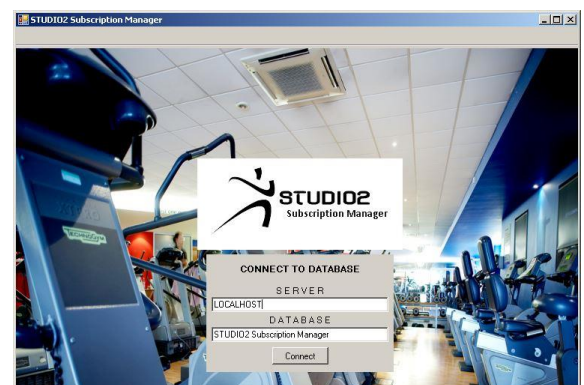
Setting up the database

- Select 'Start' / Windows button on the bottom left of your screen
- Select 'All Programs'
- Select Microsoft SQL Server 2008 then SQL Server Management Studio
- Select 'Connect' on the message prompt
- Right-click the Databases folder in the Object Explorer then select Restore Database
- In the new Restore Database window, under the Source heading click the Device option then the '...' button to the right
- Select Add button in the new window
- Navigate to the folder containing the STUDIO2_Subscription_Manager_SQL.bak file
- Select the STUDIO2_Subscription_Manager_SQL.bak file
- Select OK button
- Select OK button on the Restore Database window
- If the operation is successful, the database has been restored and is ready to use



Connecting to the database

- Launch STUDIO2 Subscription Manager
- In the SERVER textbox enter the name of the server containing the SQL database (this is the field in the Server Name textbox when you launch SQL Server Management Studio)
- In the DATABASE textbox enter the name of the database (this is the name assigned to the database found in the Databases folder in SQL Server Management Studio)
- Ensure that the spelling for the values entered into both the SERVER and DATABASE textboxes is exactly as shown in SQL Server Management Studio
- Select Connect button
- If the operation is successful, a message will appear indicating that a connection was successfully made and the Member form will load. If the server or database is different from the last time the application was used, the application will restart to save changes then direct the user to the Member form
- If the operation is unsuccessful, a message will appear indicating that at connection was not successfully made the user will remain on the initial form



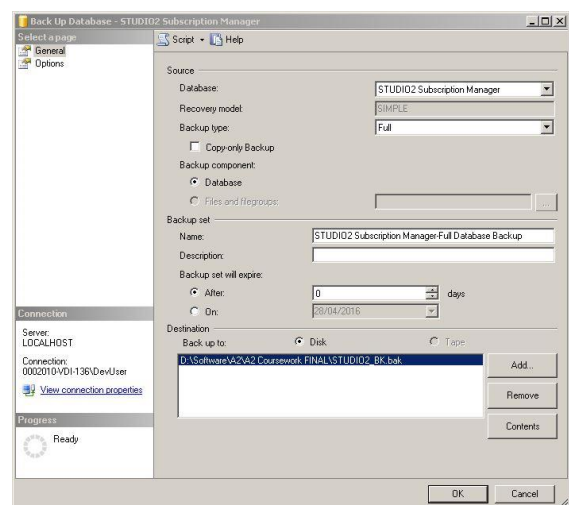
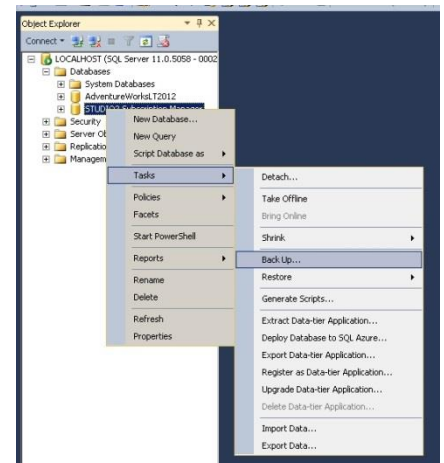
Navigating

- To navigate between different windows select the View button on the toolbar at the top of the window
- The following options will be shown: Analytics, Members, Subscriptions and Invoices
- To navigate to one of the forms, click the appropriate button



Backing up the database

- Launch SQL Server Management Studio
- Left-click the Databases folder in the Object Explorer
- Right-click STUDIO2 Subscription Manager folder
- Select Tasks
- Select Back Up...
- In the new Back Up Database window, select the Add button at the lower right of the window
- Click the '...' button to display the file explorer
- Navigate to a location to store the database and enter an appropriate name
- Select OK button in file explorer
- Select OK button again
- Finally, select OK button in Back Up Database window
- A message will appear stating that the backup has been successfully created



M E M B E R S

Creating a new member

- Navigate to Member form
- Select Create Member button on the toolbar at the top of the window
- Enter in details of the member in each textbox
- Select Create Member button
- If operation is successful, a message will appear stating the a member has been successfully created

STUDIO02 Subscription Manager | Members

File View Create Member Update Member View All Members

SEARCH

MemberID [] Search 5 results found

MemberID	Title	FirstName	Surname	Address
1	Mr	Robert	Jones	28 Park Street

Updating a member

- Navigate to Member form
- Select a cell or the entire row of the member whose details you wish to update
- Select Update Member button
- Enter in details you wish to update
- Select Update Member
- If operation is successful, a message will appear stating the member has been successfully updated

STUDIO02 Subscription Manager | Members

File View Create Member Update Member View All Members

CREATE MEMBER

Title: []

First name: []

Surname: []

Date of birth: [27/04/2016]

Gender: []

Email: []

Phone: []

Emergency Contact: []

Street: []

City: []

County: []

Postcode: []

CREATE MEMBER

Deleting a member

- Navigate to Member form
- Select a cell or the entire row of the member whose details you wish to update
- Select Update Member button
- Select the Delete Member button
- A verification message will appear asking if you are sure you wish to delete the member
- Select Yes
- A message will appear stating that the member has been successfully deleted

STUDIO02 Subscription Manager | Members

File View Create Member Update Member View All Members

UPDATE MEMBER

Member ID: [1]

Title: [Mr]

First name: [Robert]

Surname: [Jones]

Date of birth: [02 April 1983]

Gender: [Male]

Email: [bob@email.com]

Emergency Contact: [07283719254]

Phone: [07737518213]

Street: [28 Park Street]

City: [Dungannon]

County: [Tyrone]

Postcode: [BT72 4JN]

UPDATE MEMBER

DELETE MEMBER

Searching member records

- Navigate to Member form
- Select the field you wish to search within by selecting the combo box located in the Search area
- Enter the value you wish to search for in the textbox located beside the combo box
- Hit enter or select the Search button to search
- The number of records matching the search query will be shown to the right of the Search button and matching records will be displayed in the data table

The screenshot shows the 'STUDIO02 Subscription Manager | Members' window. The 'SEARCH' section has a dropdown menu set to 'MemberID' and a text box containing '2'. To the right of the text box is a 'Search' button and the text '1 results found'. Below the search area is a table with the following data:

MemberID	Title	FirstName	Surname	AddressLine	AddressCity	AddressCountry	AddressPostcode	DateOfBirth	EmergencyContactName	Gender	Phone	Email
2	Ms	Mary	Smith	28 Hillview	Donaghmore	Tyrone	BT77 6AN	02/08/1990	0776271931	Female	0771283991	mmdmore@...

Printing member records

- Click File button on the top left of the toolbar at the top of the window
- Click the Print button
- Print settings dialog displays allowing you to make changes to print document
- To print click the Print button in the print settings dialog. A print preview window will then display. From here, click the print icon on the print preview toolbar to print the document

The screenshot shows a 'Print preview' window. At the top, it says 'Members' and 'Search Field: MemberID'. Below this is a table with the same data as the previous screenshot. At the bottom of the window, it says 'STUDIO02 - 27/04/2016 15:37:24' and 'Page 1'.

SUBSCRIPTIONS

Creating a new subscription

- Navigate to Subscription form
- Select Create Subscription button on the toolbar at the top of the window
- Select Search button to find the chosen member (a member must be created beforehand when creating a subscription for new members)
- Select a cell or the entire row of the chosen member
- Select 'Select Member' button. This will return you to the Create Subscription window with the chosen member's MemberID now present in the MemberID textbox
- Choose a plan by selecting the plan combo box and selecting the appropriate plan
- Choose whether the subscription should be set to recur by selecting the recurring combo box and selecting the chosen value
- Select Create Subscription button
- If member does not already have an active subscription then you will be returned to the Create Subscription window with a message stating that the subscription has been successfully created
- If member already has an active subscription a message will appear stating that the active subscription must be cancelled or suspended before a new subscription can be generated



Updating a subscription

- Navigate to Subscription form
- Select a cell or the entire row of the subscription whose details you wish to update
- Select Update Subscription button

To update the recurring status of the subscription:

- Select the recurring combo box
- Select the chosen value
- Select Update Subscription button
- If operation is successful, a message will appear stating the subscription has been successful updated

To cancel the subscription:

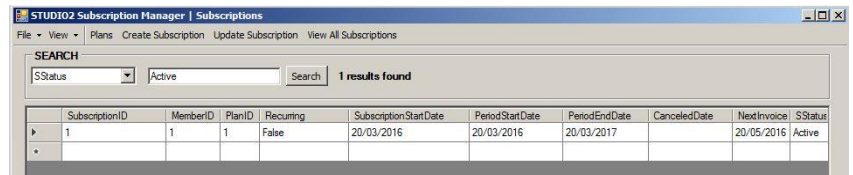
- Select Cancel Subscription button
- A verification message will appear asking if you wish to cancel the subscription



- Select Yes
- A final verification message will appear if you wish to cancel the subscription
- Select Yes
- If operation is successful, a message will appear stating the subscription has been successful cancelled along with any currently pending invoice

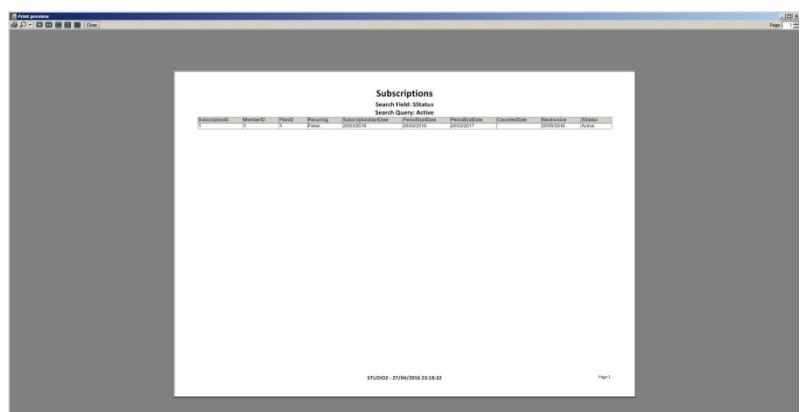
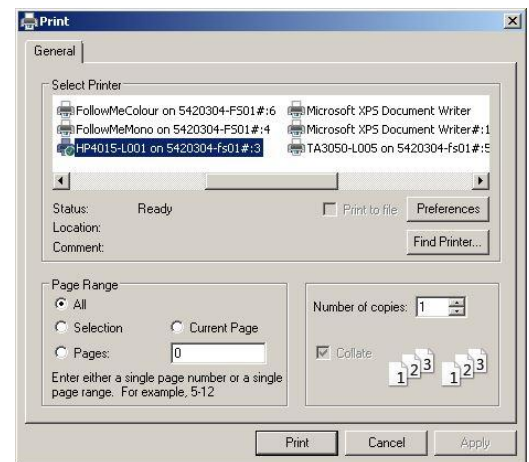
Searching subscription records

- Navigate to Subscription form
- Select the field you wish to search within by selecting the combo box located in the Search area
- Enter the value you wish to search for in the textbox located beside the combo box
- Hit enter or select the Search button to search
- The number of records matching the search query will be shown to the right of the Search button and matching records will be displayed in the data table



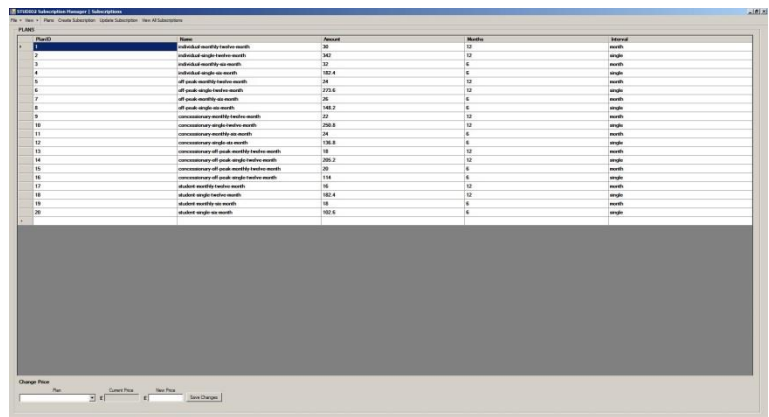
Printing subscription records

- Click File button on the top left of the toolbar at the top of the window
- Click the Print button
- Print settings dialog displays allowing you to make changes to print document
- To print click the Print button in the print settings dialog. A print preview window will then display. From here, click the print icon on the print preview toolbar to print the document



Viewing plan records

- Display plan records by selecting the Plan button on the toolbar on the top of the window
- All plan records are displayed



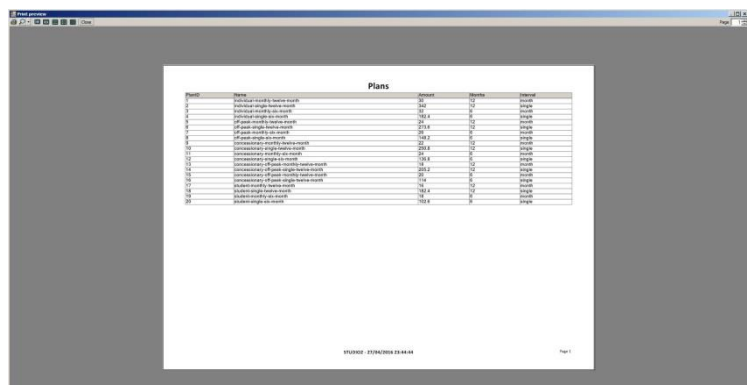
Plan	Name	Amount	Period	Interval
1	Individual monthly tuition month	30	12	month
2	Individual single tuition month	342	12	month
3	Individual monthly fee month	37	6	month
4	Individual single fee month	184	6	month
5	Off peak monthly tuition month	184	12	month
6	Off peak single tuition month	2116	12	month
7	Off peak monthly fee month	30	6	month
8	Off peak single fee month	188.2	6	month
9	Concessionary monthly tuition month	22	12	month
10	Concessionary single tuition month	268.8	12	month
11	Concessionary monthly fee month	24	6	month
12	Concessionary single fee month	136.8	6	month
13	Concessionary off peak monthly tuition month	18	12	month
14	Concessionary off peak single tuition month	280.2	12	month
15	Concessionary off peak monthly fee month	20	6	month
16	Concessionary off peak single fee month	118	6	month
17	Student monthly tuition month	18	12	month
18	Student single tuition month	182.8	12	month
19	Student monthly fee month	18	6	month
20	Student single fee month	182.8	6	month

Changing a plan price

- Select the plan whose price you wish to change from the dropdown box at the bottom of the window
- Enter the new price in the New Price text box
- Click the Save Changes button to save the new price

Printing plan records

- Display plan records by selecting the Plan button on the toolbar
- Click File button on the top left of the toolbar at the top of the window
- Click the Print button
- Print settings dialog displays allowing you to make changes to print document
- To print click the Print button in the print settings dialog. A print preview window will then display. From here, click the print icon on the print preview toolbar to print the document

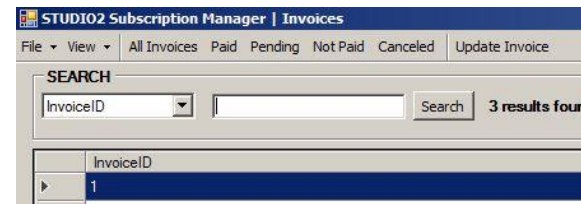



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INVOICES

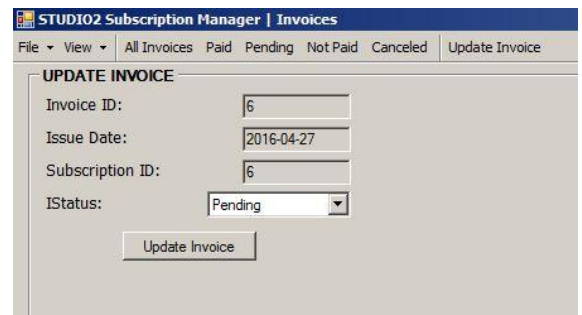
Filtering invoices

- Navigate to Invoice form
- Invoices can be filtered automatically by their IStatus. The following values are available: Pending, Paid, Not Paid and Cancelled
- Select the chosen value from the toolbar on the top of the window



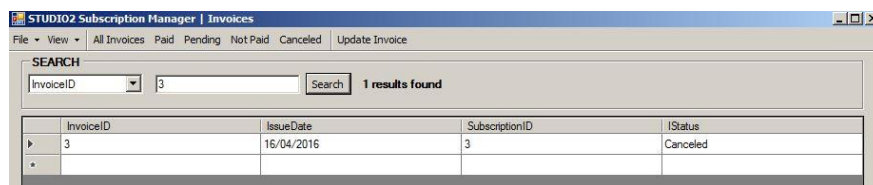
Updating invoices

- Navigate to Invoice form
- Select a cell or the entire row of the subscription whose details you wish to update
- Select Update Invoice button
- Only invoices with a 'Pending' status can be updated



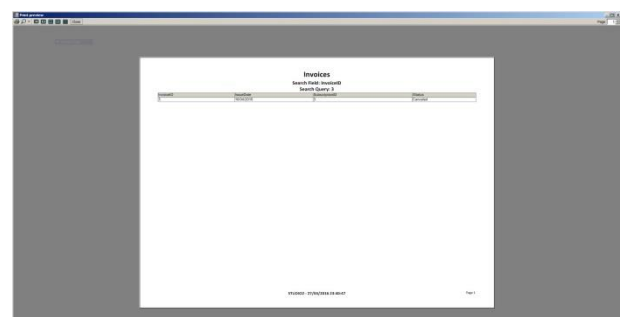
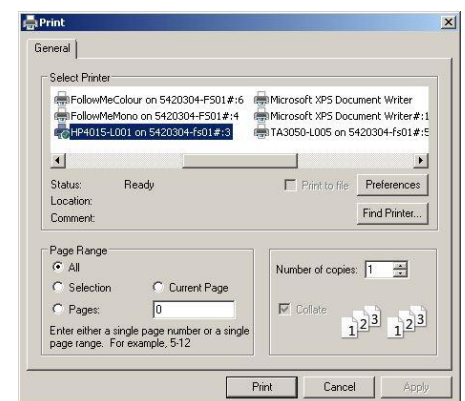
Searching invoice records

- Navigate to Invoice form
- Select the field you wish to search within by selecting the combo box located in the Search area
- Enter the value you wish to search for in the textbox located beside the combo box
- Hit enter or select the Search button to search
- The number of records matching the search query will be shown to the right of the Search button and matching records will be displayed in the data table



Printing invoice records

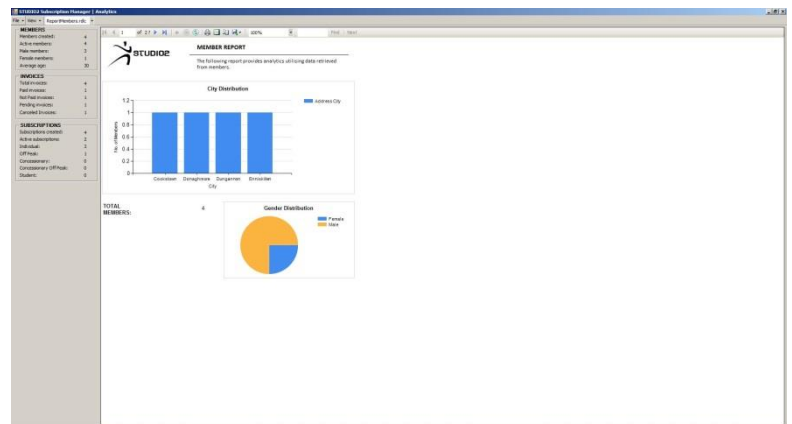
- Click File button on the top left of the toolbar at the top of the window
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- To print click the Print button in the print settings dialog. A print preview window will then display. From here, click the print icon on the print preview toolbar to print the document



ANALYTICS

Viewing analytics

- Navigate to Analytics form
- Multiple reports are provided which are accessed by using the arrows in the toolbar



Printing reports

- Click the print (printer) icon on the report to print report
- To preview the document, click the Print Preview (page) icon located beside the Print icon
- To change page settings, click the Page Settings icon, located beside the Export (floppy disk) icon
- To export the file as Excel, PDF or Word, click the Export (floppy disk) icon



AUTOMATIC MANAGEMENT

Subscription handling

- Upon successful connection to database, an automatic validation process is performed to check for any subscriptions due for payment, renewal or expiration. If any matches are found, the system will automatically handle these

Invoices handling

- Upon successful connection to database, an automatic validation process is performed to check for any outstanding invoices which have passed the 7 day deadline for payment. If any are found, the subscription which the invoice is linked to will be suspended and the invoice marked as not paid. A new subscription must be created should the customer wish to start the subscription after this time.