Using CoMET: Basic Use
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Logging In
Open a web browser to the CoMET domain. Log in using your name and password.

Logging Out
Once logged in, click the Logout text at the top bar. It will end the current session.

Navigation
Once the page has loaded (the page loads to the last record in the database), the main navbar buttons can be used to skip forward or backward one record, or to move to the beginning or end of the member list. To skip to a specific record, click on the number in the center of the navbar and type in the desired record. If it exists, it will be retrieved, otherwise a blank record of that number will be ready to be filled in. To create a new record, simply click the New Member button at the right side of the navbar. Fill in the details, and browse to a different record to save the changes.

Editing Records
To edit a record, all you have to do is replace content with new content and then browse to a new record. Any changes made will be saved.

Other Editable Fields
The share price and payment plans are both editable, although they may not appear to be. Simply click on either text and enter a new share price or select a new payment plan. The changes will be saved when the mouse clicks somewhere else or the cursor leaves the element.

Adding Payments
To add a payment, click in the date text box. A date picker pop up will appear, allowing the user to select the date of the payment. The default payment amount is pre-entered in the amount box, but may be overwritten. The memo is an optional description for this payment. The reference is the unique identifier for the transaction at which the payment was made (for IS4C, the format is YYYY-MM-DD-<Cashier No>-<Register No>-<Trans No>). When the relevant details of the payment are correct, either hit enter or click the + sign to the left of the row. It will add the payment to the record.

Removing Payments
Simply click the minus (-) image next to the payment that is to be removed. A confirmation dialog will appear. Select OK to delete the payment, or Cancel to leave the payment as is.

Adding Notes
To add a new note, write the note in the lowermost text box in the notes section, and click the 'Add Note' button. It will be added to the record.

Replying to Notes
To reply to a note, click the 'Reply' button to the left of the desired note. Enter the reply in the text box that appears below the note that is being replied to. Click the 'Add Reply' button to the left of the current row when the reply is completed.