2016

User Documentation

SKI MEMBER APPLICATION VERSION 1.0

Table of Contents

1 Main Menu frame

When you open the "Ski Member Application" you will be presented with the Main Menu frame shown below:
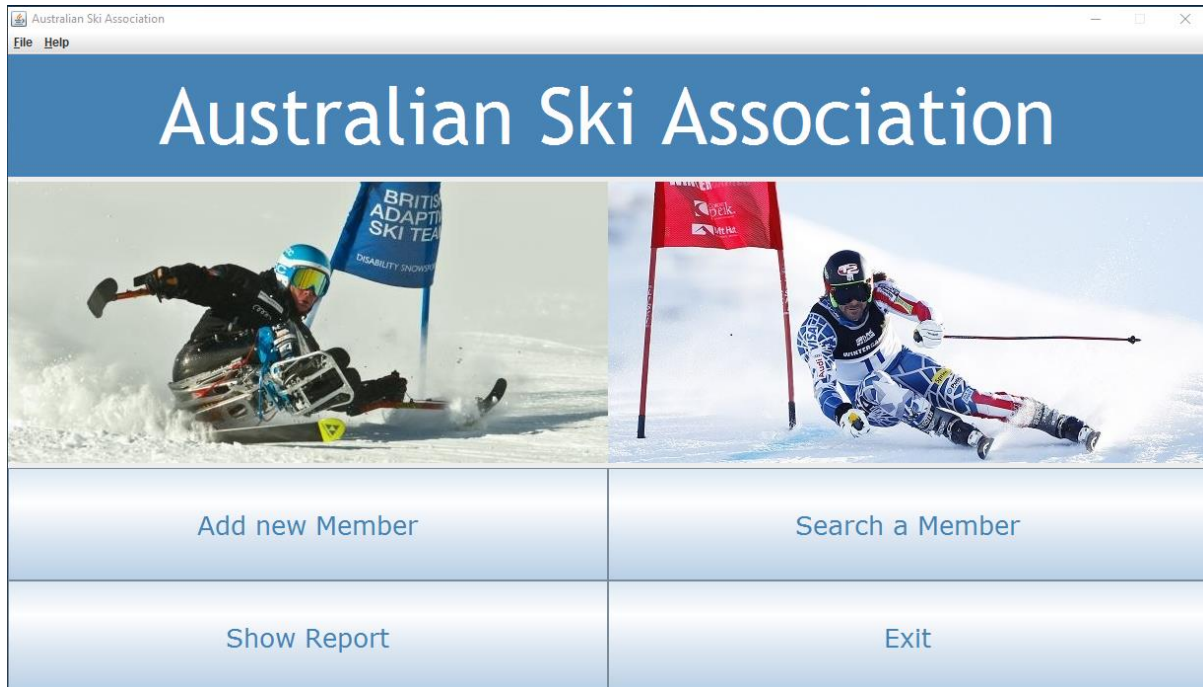
View 1 - Main Menu frame

The Main Menu frame presents you with four different buttons in the lower section of the frame with the titles:
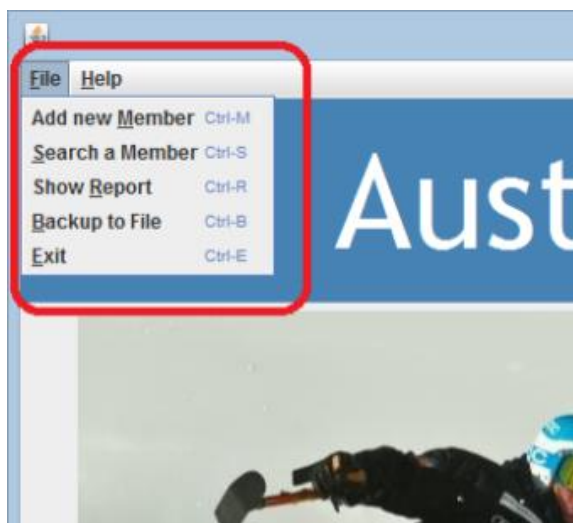
- Add new Member
- Search a Member
- Show Report
- Exit

You can also use the menu system in the top of the Main Menu frame either by clicking or using the keyboard shortcuts (Indicated with the underline):

- File
- Help

Clicking each menu option will show a drop down with menu items.

- Clicking "File" will give you five menu items:
    - Add new Member (functionality equivalent to button)
    - Search a Member (functionality equivalent to button)
    - Show Report (functionality equivalent to button)
    - Backup to File
    - Exit (functionality equivalent to button)

- Clicking "About" will give you two menu items:
    - Ski App Help
    - About

View 2 - Menu option "File"
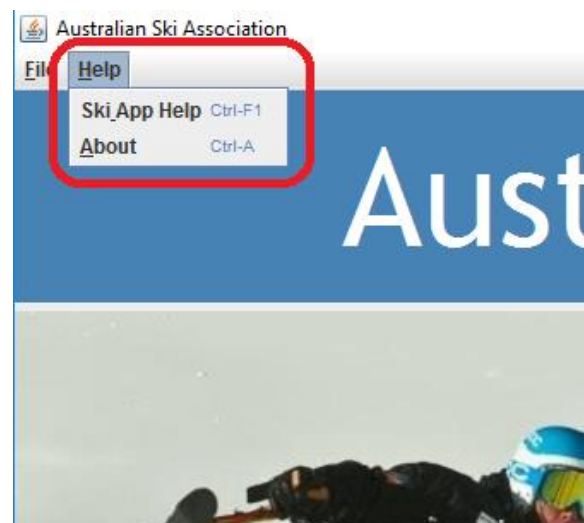
View 3 - Menu option "Help"

2 Add Member frame

To add a new member click the "Add new Member" button or menu item in Main menu frame.

Clicking the "Add new Member" button or menu item will present you with the Add Member frame shown below:

View 4 - Add Member frame

The Add Member frame presents you with a form and three different buttons in the lower section of the frame.

Button titles:

- Add
- Clear
- Back

The form contains radio buttons, check boxes, and select menu that you select, and text fields that you fill out with data about the member.

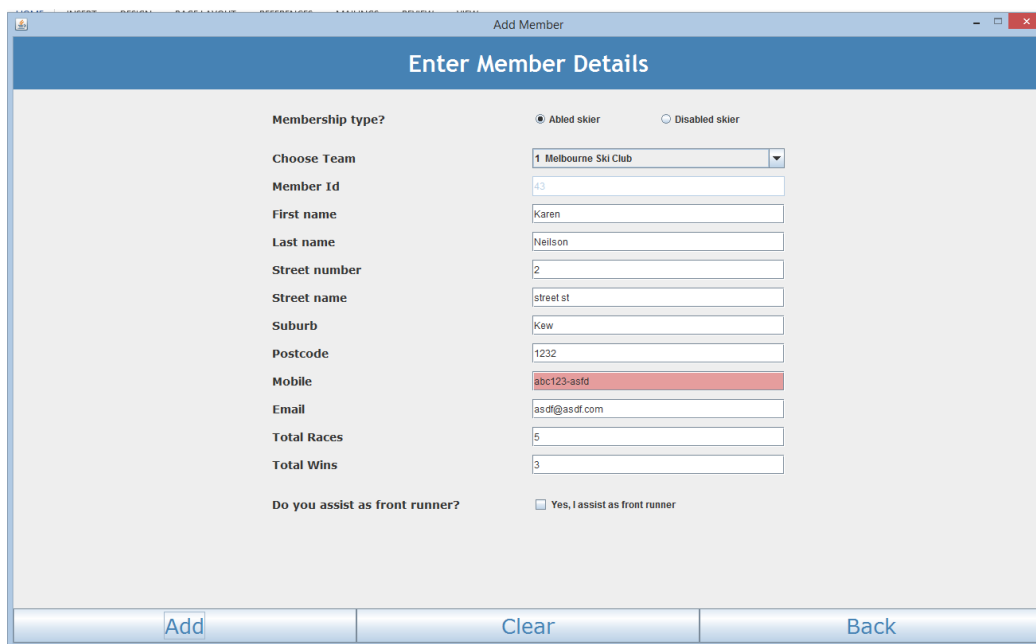When hovering over components (not all) a tooltip will be displayed to guide you:

View 5 - Tooltip

You will also see ghosting (prewritten hints) in the text fields which will guide you.

When text fields are filled out and you have selected the adequate choices you press "Add" to add the member to the selected Team.

If input are correct data will be added to the database and you will be lead back to the Main menu frame.

If input data is invalid the text field containing invalid data will indicate with red colour:

View 6 - Invalid input leads to red text field

You can clear all text fields by clicking the "Clear" button.

Go back to Main Menu frame by clicking the "Back" button or clicking the X in the top right corner:

View 7 - Go back to Main Menu frame

3 Search Member frame

3.1 Navigate to Search Member frame

To search for member(s) click the "Search Member" button or menu item in Main menu frame. This will present you with the Search Member frame shown below:

View 8 - Search Member frame

The Search Member frame presents you with a form and four different buttons in the lower section of the frame.

Button titles:

- Search
- Edit
- Delete
- Back

"Edit" and "Delete" buttons are disabled if there are zero search results shown.

3.2 Search member(s)

The form contains radio buttons, and text fields that you can either fill out with search criteria data or leave empty.

When text fields are filled out and you have selected radio button you press "Search" to search for member(s).

If search criteria is valid a search will be performed and the result shown below the form:

View 9 - Search result shown

If search criteria is invalid an error message is displayed and the text field containing invalid data will indicate with red colour:

Id	Type	First name	Last name	Street no	Street name	Suburb	Postcode	Mobile	Email	Fee $	Races	Wins	Win %	Is a
1	A	John	Smith	28	Auburn rd	Hawthorn	3122	0258842259	john_smith@mail.mail	130.0	0	0	0.00	Y
2	D	Adam	Ganzer	33	Burwood rd	Hawthorn	3122	0659842125	adam@yahoo.uk	195.0	6	3	50.00	
3	A	Peter	Jackson	3	Wattletree st	Kew	1233	0123123123	some@email.com	300.0	5	2	40.00	N
4	A	John	Jackson	3	Wattletree st	Kew	1233	0123123123	some@email.com	300.0	5	2	40.00	N
5	A	Donna	Ericsen	3	Wattletree st				some@email.com	300.0	5	2	40.00	N
6	A	Lach	Smith	3	Wattletree st				some@email.com	140.0	5	2	40.00	Y
7	D	Charles	Ganzer	33	Burwood rd				adam@yahoo.uk	195.0	6	3	50.00	
8	D	Karina	Ganzer	33	Burwood rd				adam@yahoo.uk	105.0	6	3	50.00	
9	A	Lola	Nelson	3	Wattletree st				some@email.com	300.0	5	2	40.00	N
10	A	Tessa	Smith	3	Wattletree st				some@email.com	300.0	5	2	40.00	N

View 10 - Invalid input for member id

3.3 Delete a member

You can click on a row in the result table and then click "Delete" button to delete the member. You will be asked to confirm in a pop up box:

View 11 - Deletion confirmation box

You can click on a row in the result table and then click "Edit" button to edit the member details. You will be lead to a different view (See later).

You can go back to Main Menu frame by clicking the "Back" button.

4 Edit Member frame

4.1 Navigate to Edit Member frame

To edit a member's details you have to click the "Edit" button in Search Member frame. Clicking the "Edit" button will present you with the Edit Member frame shown below:

View 12 - Edit Member frame

The form is pre filled with the details for the specific member you are about to edit.
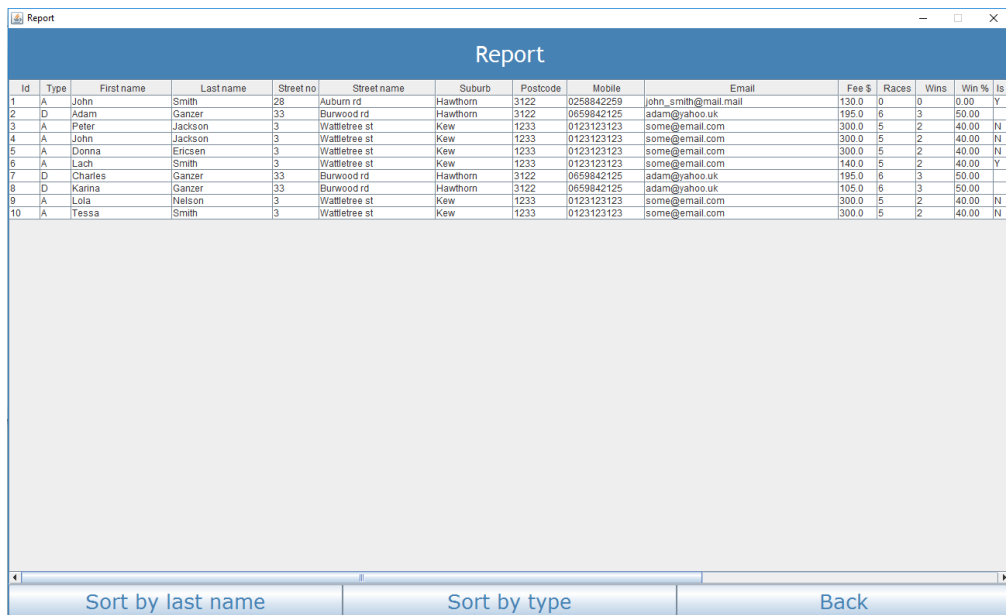
4.2 Edit member

The procedure is the same as for "Add a Member" (please refer "Add Member frame" page 4).
Press "Save" button to save the changes.

5 Show Report frame

To see report of all Members click the "Show Report" button or menu item in the Main Menu frame.

Clicking the "Show Report" button or menu item will present you with the Report frame shown below:

View 13 – Report frame

The Report frame presents you with a table containing ALL members in the system, and three different buttons in the lower section of the frame.

Button titles:

- Sort by last name
- Sort by type
- Back

5.1 Sort by last name

To see all members sorted alphabetically by last name click "Sort by last name" button.
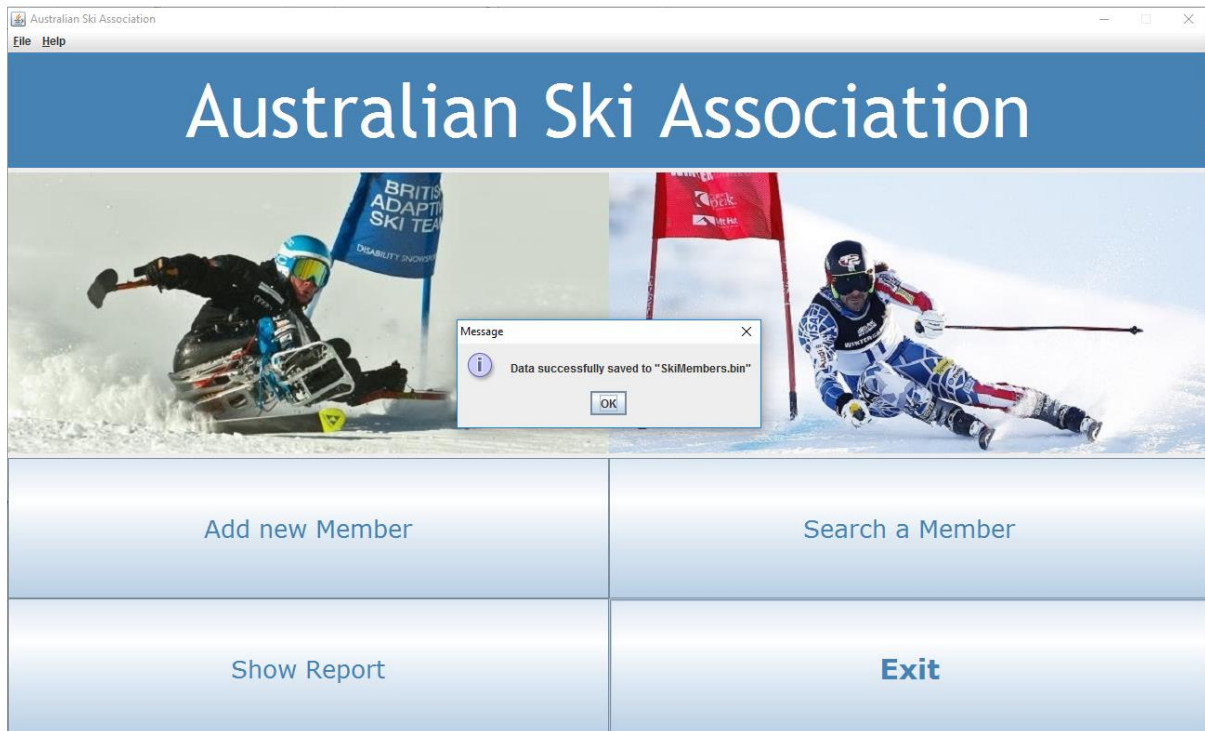
5.2 Sort by type

To see all members sorted by membership type (A vs. D) "Sort by type" button.

6 Exit application

To exit the application press one of the following:

- "Exit" button in the Main Menu frame
- The X in the top right corner
- Exit in the Menu in the top of the frame

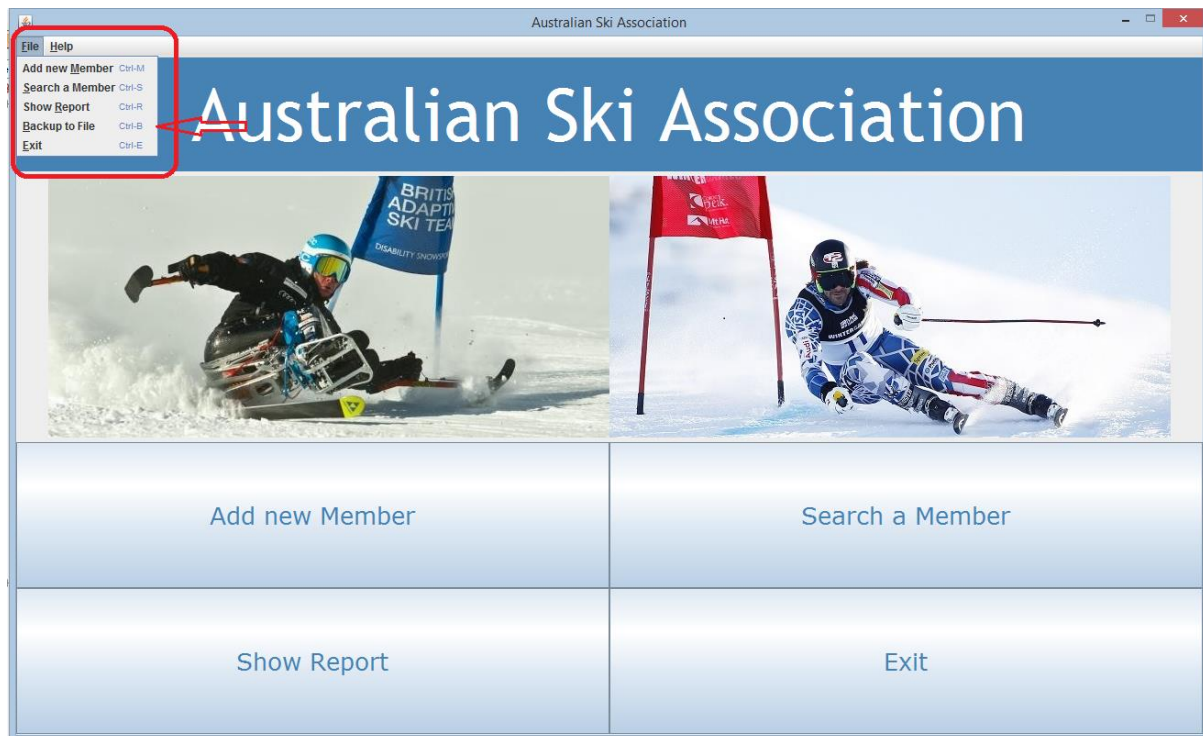You will be presented with a message that data has been saved to file; press ok:

View 14 - View for exiting application

7 Back up to file

Every time you exit the application the data automatically will be saved to file.

- You can also choose to back up without exiting the application by clicking the menu item "Backup to File".

View 15 - Backup to File