

LEADERS IN LEISURE TECHNOLOGY



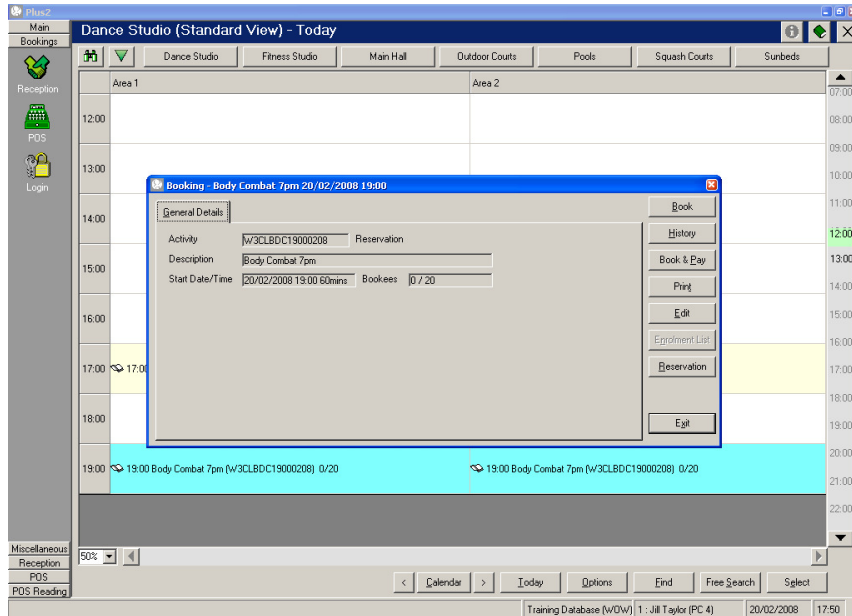
4 Classes – Administration

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NOTES:

Administration of Classes



Your Site Configuration

- Step 1 Click once onto the Class to highlight it
- Step 2 Double click onto the Class to bring up the above screen
- Step 3 Click on Reservation

NOTES:

Administration of Classes

The top screenshot shows the 'Booking - Body Combat 7pm 20/02/2008 19:00' window. The 'General Details' tab is active, showing fields for Activity (W3CLBDC19000208), Description (Body Combat 7pm), and Start Date/Time (20/02/2008 19:00 60mins). The 'Bookees' tab is also visible, showing 20 / 20. A context menu is open over the 'Rese' button, with options: Configuration, Add Session, Delete This Session, and Delete From This Day Forward. A red arrow points from the 'Add Session' option to the calendar in the bottom screenshot.

The bottom screenshot shows the same window with a calendar view for February 2008. The date 20th is highlighted. The calendar shows days from Sun to Sat, with the 20th highlighted in blue. The 'Bookees' tab is still visible, showing 0 / 20. A red arrow points from the 'Add Session' option in the context menu to the highlighted date on the calendar.

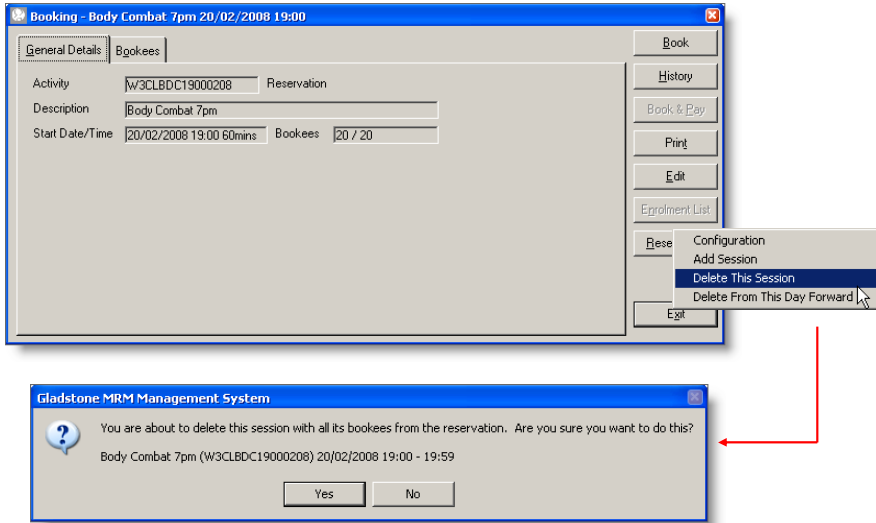
Your Site Configuration

Add a Session

This function will add a session on the date that is highlighted. It will be on the same area, at the same time and for the same duration.

NOTES:

Administration of Classes



Your Site Configuration

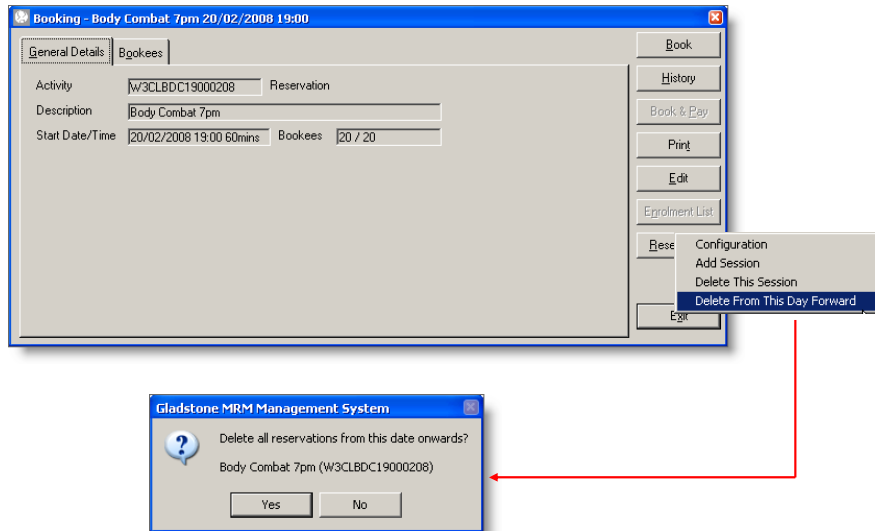
Delete This Session

This will delete the session from the Booking Sheet. Click 'Yes' to the question ' You are about to delete this session with all its bookees from the reservation. Are you sure you want to do this?'

Note:-If there are Bookees on the class these will need to be cancelled and monies dealt with appropriately

NOTES:

Administration of Classes



Your Site Configuration

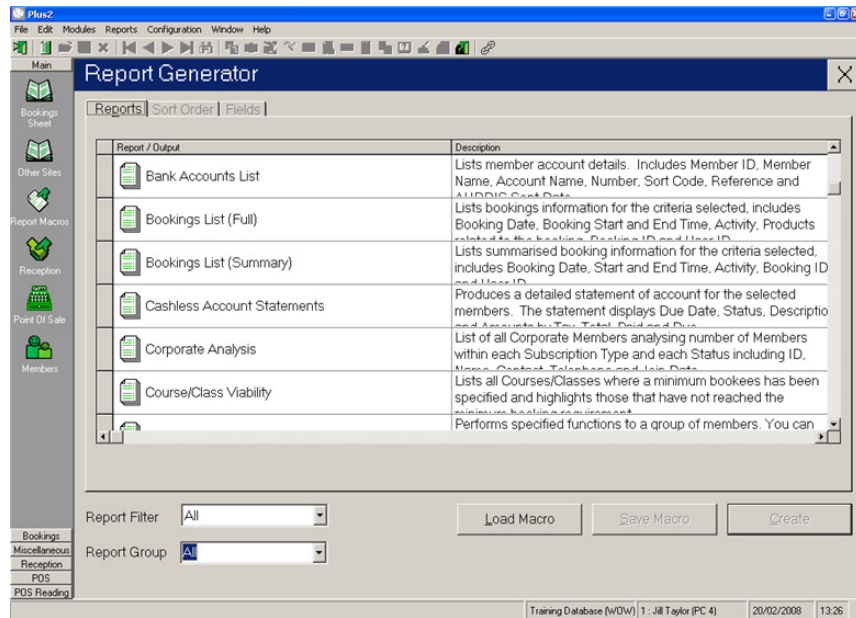
Delete From This Day Forward

This allows you to delete this and all following sessions of a class. Click 'Yes' to the question 'Delete all Reservations from this date onwards?'

NOTES:

Administration of Classes

Your Site Configuration



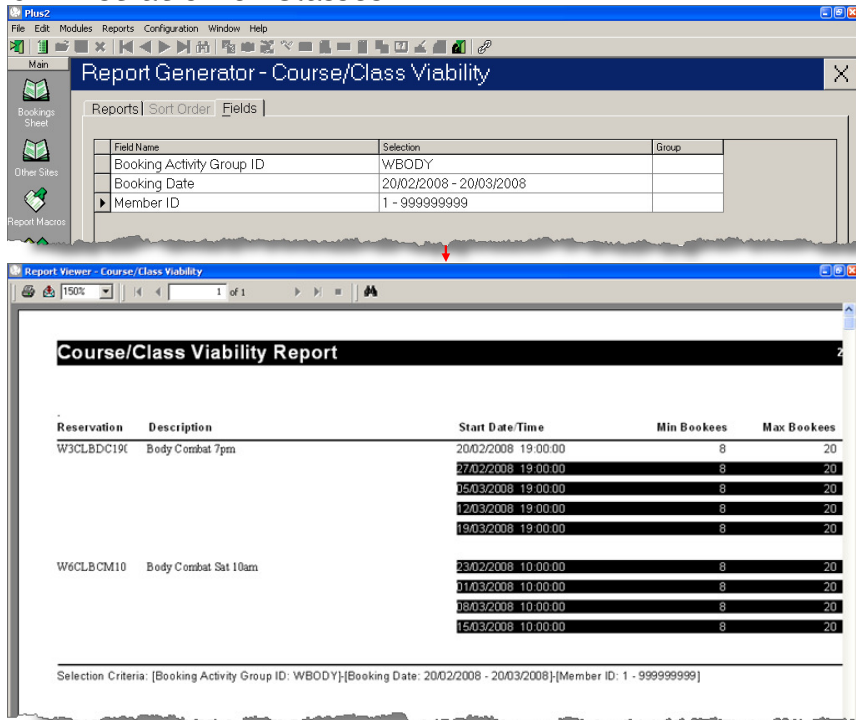
Course/Class Viability Report

Lists only courses/classes where a minimum number of bookees has been specified in the configuration and highlights those that have not reached the minimum booking requirement.

NOTES:

Administration of Classes

Your Site Configuration



The report visually represents how well the classes are running by showing classes/courses that have reached the minimum bookees in a white background with black text.

Classes/Courses that have **not** reached their minimum viability show in a black background with white text.

The report includes reservation ID and description, booking start date and time, minimum bookees, maximum bookees and bookee count.

NOTES:
