



1 Courses – Pre Configuration

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NOTES:

Pre Configuration for Courses

Module	Value
Attendance	
Bookings	
Bookings Free Search Period (minutes)	120
Bookings Sheet Opening Period (days)	365
Bookings Sheet Refresh Period (seconds)	60
Check Infringements for Hosted Reservations at Sta...	Yes
Class Free Search Period (minutes)	120
Date Last Dishonour Process Run	10/05/2004
Date Last No-Shows Report Run	10/05/2004
Dishonour at Start of Day	No
Entry Point for Checking when Paying	wBOOK
Reservation Forward Booking Period (days)	365
Warn of Bookings on Same Date	Yes
Configuration Defaults	
EFT	
EURO	
Email	

Your Site Configuration

Module	Value
Attendance	
Bookings	
Bookings Free Search Period (minutes)	120
Bookings Sheet Opening Period (days)	120
Bookings Sheet Refresh Period (seconds)	60
Check Infringements for Hosted Reservations at Sta...	Yes
Class Free Search Period (minutes)	120
Date Last Dishonour Process Run	
Date Last No-Shows Report Run	
Dishonour at Start of Day	No
Entry Point for Checking when Paying	
Reservation Forward Booking Period (days)	120
Warn of Bookings on Same Date	No
Configuration Defaults	
EFT	
EURO	
General Settings	

Booking Sheet Opening Period - This indicates how far in advance the booking sheets will be open in order to create the courses

Reservation Forward Booking Period - This changes at the same time as the above is changed

NOTES:

Pre Configuration for Courses

Configuration | Window | Help

- System
- General
- Membership
- Financial
- Bookings
- Configure Favourite Reports

Configuration...
My Computer...
Entry Points...
Users... **Ctrl+U**
User Groups...
Sites...
Site Groups...
Import...
Script Definer...
Support Data Capture...
Transfer Live To Training...

User Groups

File Edit

Search for ID Search for Description Find

ID	Description
DMS	Duty Managers
MA	Membership Advisors
RECL1	Reception Level 1
RECL2	Reception Level 2
STAND	Standard
SYSTEM	Systems Manager

User Groups

General Details Access Levels

ID SYSTEM
Description Systems Manager

User Groups

General Details Access Levels

- Move Bookings
- Move Density Bookings
- Other Sites Reservations
- Override Restrictions
- Roll Bookees
- Sheet
- Transfer Bookees

User Groups

General Details Access Levels

- Bookings Configuration
- Create Activity Reservation
- Delete
- Modify
- New
- Print
- Reservation Management
- View

Your Site Configuration

User Groups

General Details Access Levels

- Bookings
 - Add Extra Cards
 - Book
 - Cancel Bookee
 - Enquiry
 - Exception - Add
 - Exception - Add Schedule
 - Move Bookings
 - Move Density Bookings
 - Other Sites Reservations
 - Override Restrictions
 - Roll Bookees
 - Sheet
 - Transfer Bookees

User Groups

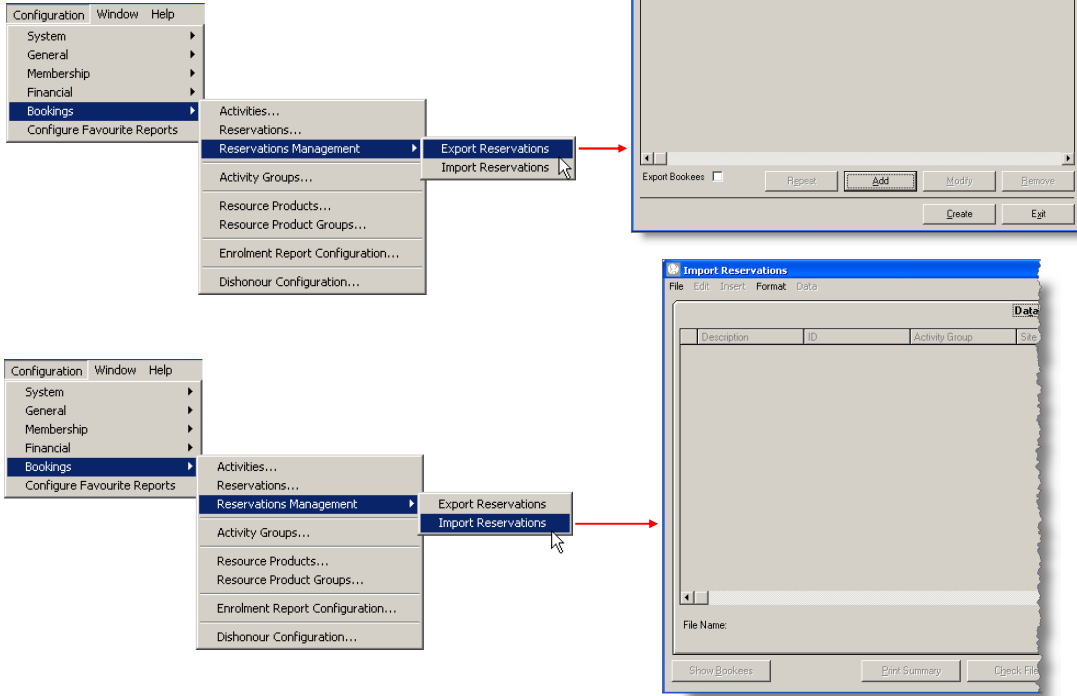
General Details Access Levels

ID SYSTEM
Description Systems Manager

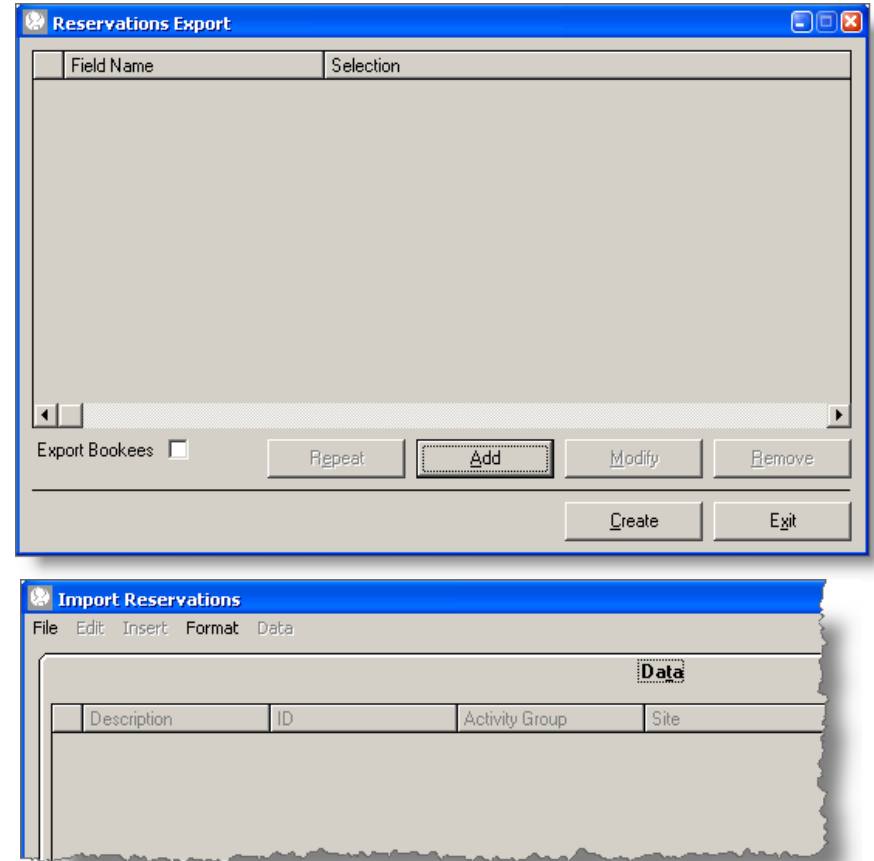
To configure Courses the user must have ticked **Bookings Configuration** and **Bookings** access levels.

NOTES:

Pre Configuration for Courses



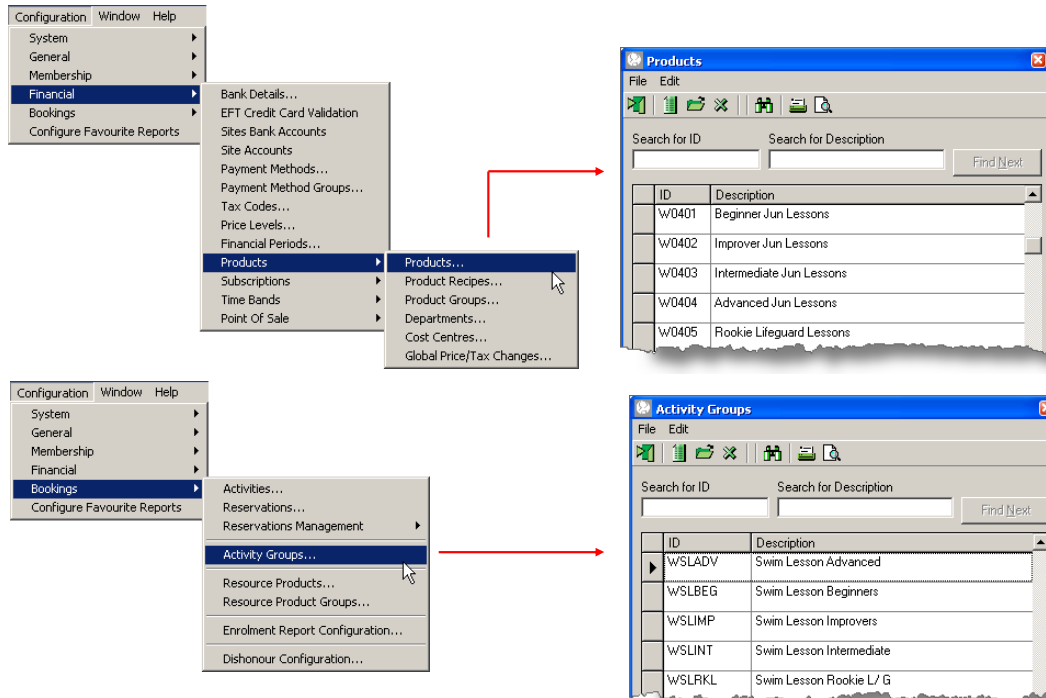
Your Site Configuration



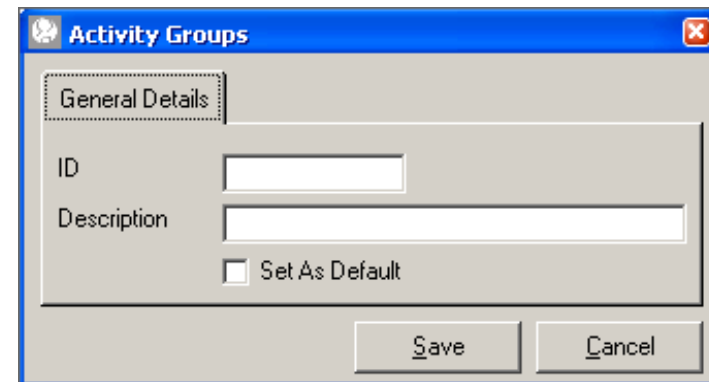
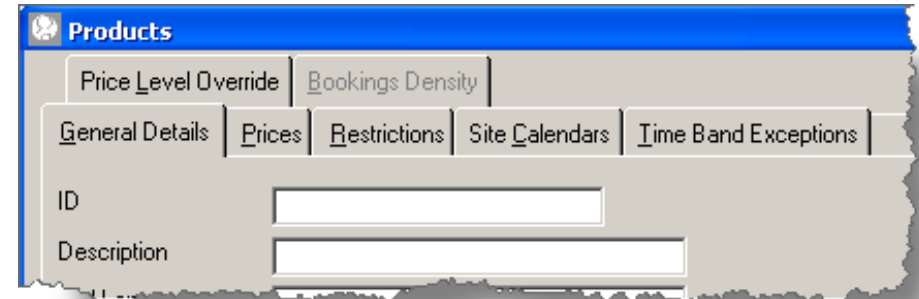
The user will need the correct access level to run **Reservation Management** in order to Export Reservations and Import Reservations.

NOTES:

Pre Configuration for Courses



Your Site Configuration

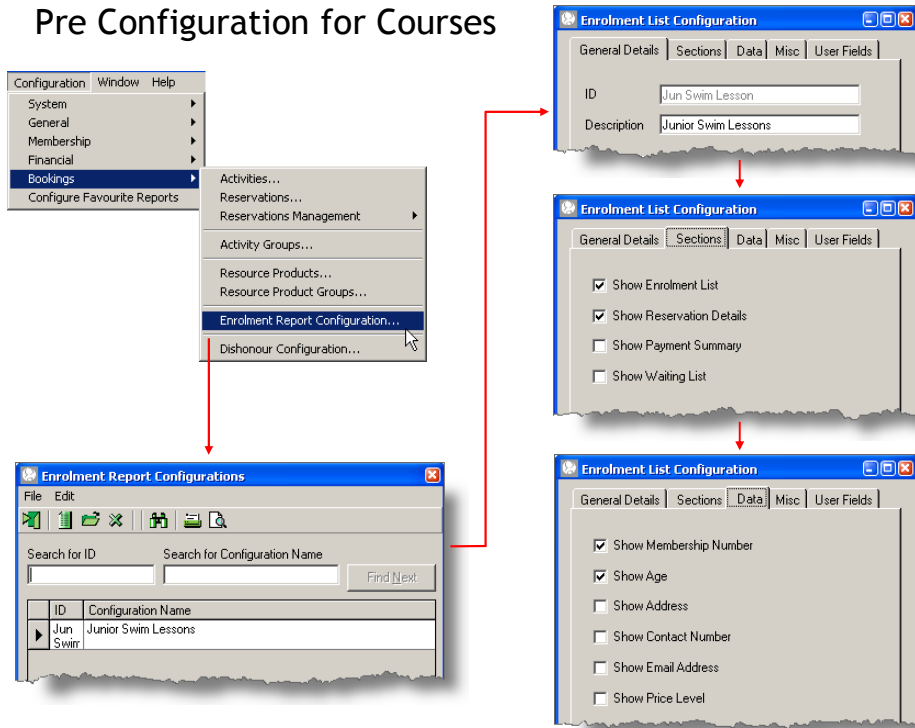


Products - The pricing Product needs to be configured for the course with the relevant prices behind it

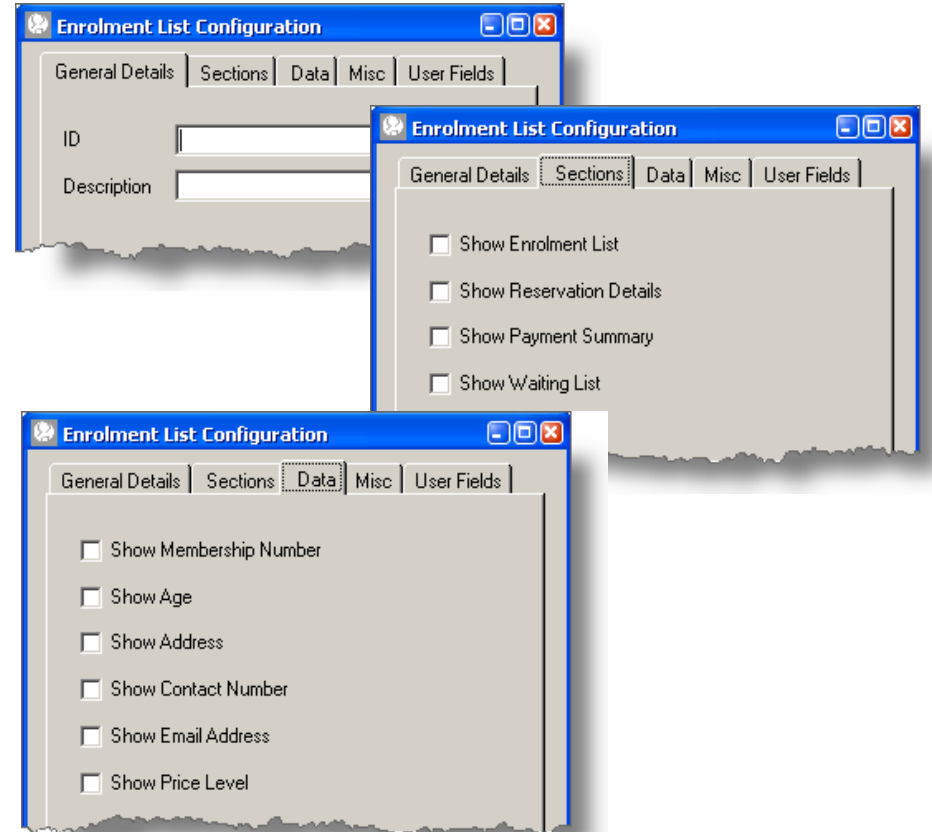
Activity Groups - The Activity Group will need to be configured. This will be used for reporting on the Course/Class Viability Report and Booking Reports, and can be used as a button on the till

NOTES:

Pre Configuration for Courses



Your Site Configuration

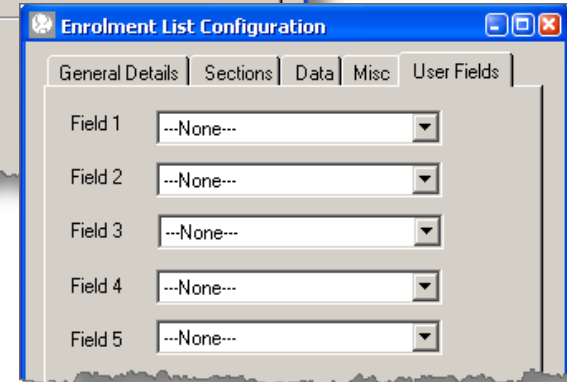
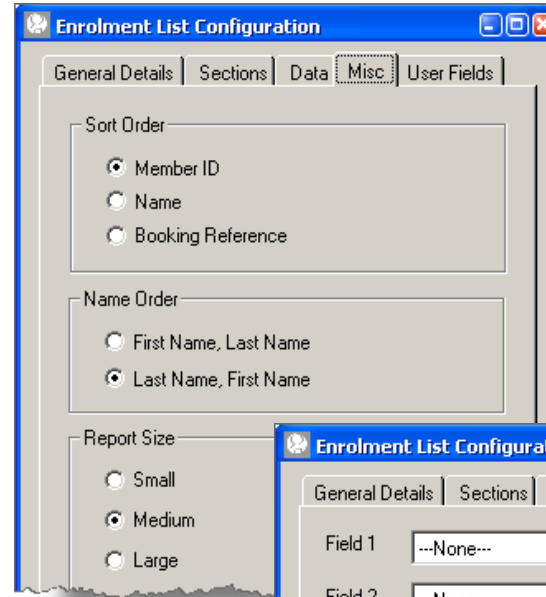
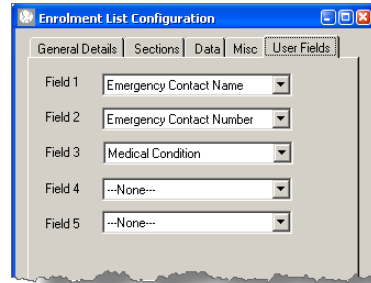
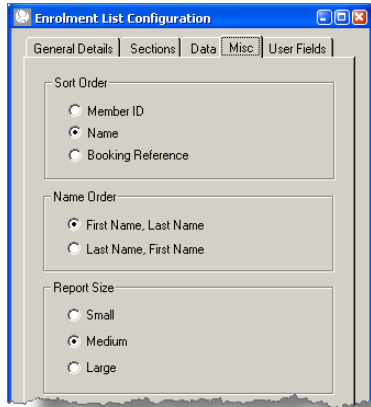


There are 5 default enrolment reports, there might be a need to personalise a report to show the flexibility.

NOTES:

Pre Configuration for Courses

Your Site Configuration



Tick as appropriate.

NOTES:

Pre Configuration for Courses

Subscription Types

General Details | **Creation / Renewal** | Product List | More Details | Site Calendars

ID: WSWCR1
 Description: Swim Credit X 1
 2nd Language Description:
 Payment Method: CASH
 Calendar: STAND
 Site Group: ALL
 Priority: 10 Prevent Concurrency:
 Allow Usage at POS:
 Members Only:
 Allow Duplicate Subscriptions:
 Ticket:

Subscription Types

General Details | **Creation / Renewal** | Product List | More Details | Site Calendars

Duration Type: Months Days
 Duration: 6
 Start Day: Not Fixed Cut Off Day: None
 Start Month: Not Fixed Cut Off Month: None
 Automatic Renewal:
 Expired Subs Retention Period: 0 Days
 Include in Entry Point Checks:
 Max. Usage: 1
 Instalment Due Day: Not Fixed
 Instalments: 1
 Apply To Links:
 Apply To Corporate Links: Restrict To Corporate Links:
 Calculate Pro Rata Price: Automatic Pro Rata Refund:

Subscription Types

General Details | Creation / Renewal | **Product List** | More Details | Site Calendars

ID	Description	One Off
W9911	Swim Credit X 1	<input type="checkbox"/>

Your Site Configuration

Subscription Types

General Details | **Creation / Renewal** | Product List | More Details | Site Calendars

ID:
 Description:
 2nd Language Description:
 Payment Method: CASH
 Calendar: STAND
 Site Group: ALL
 Priority: 10 Prevent Concurrency:
 Allow Usage at POS:
 Members Only:
 Allow Duplicate Subscriptions:
 Ticket:

Save Cancel

Create a make up session subscription to be used behind the Courses configuration.

NOTES:
