

FITNESS MANAGER v2.0.0 MANUAL



Lukefluke IT Solutions

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PROGRAM SETTINGS

Before you start entering members, you should first do some settings which are all placed in Tools.

Tools – Users

For each employee you can set the rights for using this program. Three groups are defined by default:

- A – administrator with unlimited rights
- R – receptionist with limited rights (view and edit)
- C – control with limited rights (view)

Adding user – username and password

To set username and password and determine the rights for the user, do the following:

1. On the **Tools** menu, click **Users**
2. Click **Add**
3. Type in username, password and choose a group for the user
4. Confirm by clicking **Save**

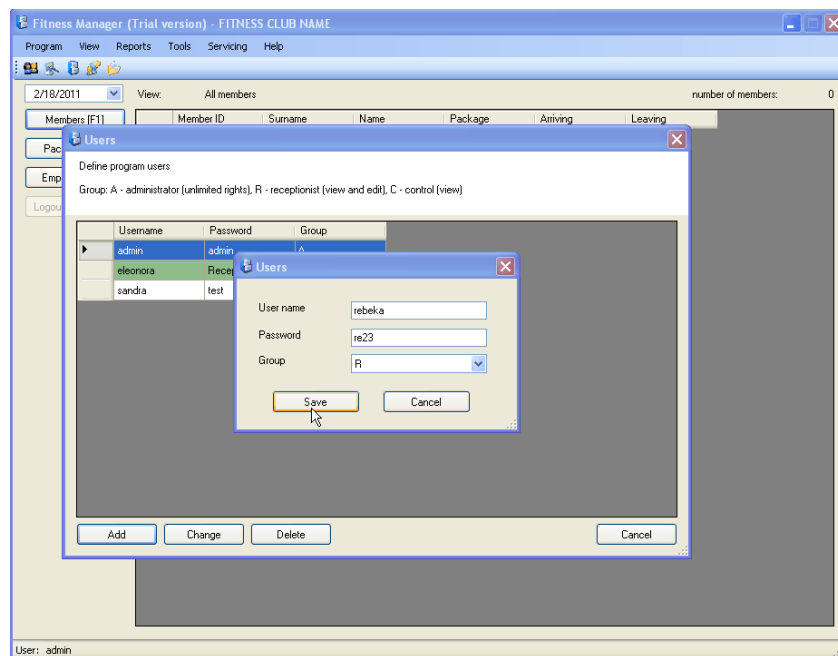


Fig.1 Adding user

Change password

To change a password, do the following:

1. On the **Tools** menu, click **Users**
2. Click **Change**
3. Write a new password
4. Confirm by clicking **Save**

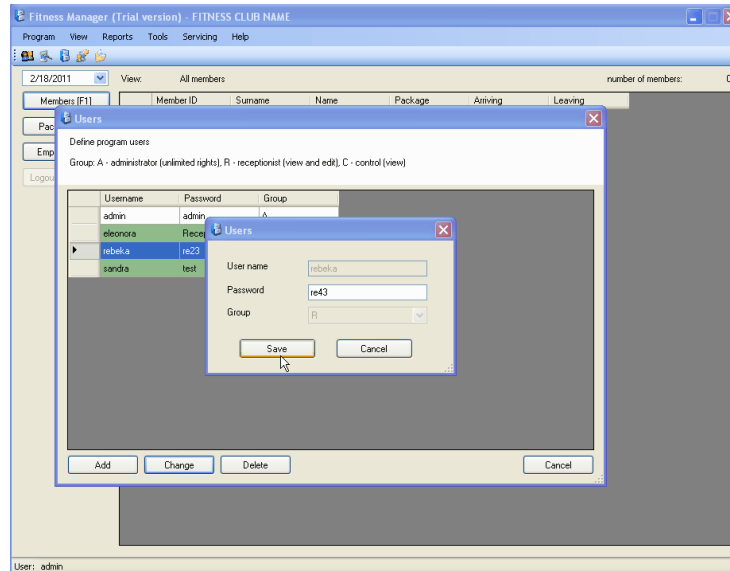


Fig.2 Change password

Delete user

To delete a user, do the following:

1. On the **Tools** menu, click **Users**
2. Click on the user you wish to delete
3. Click **Delete** and confirm

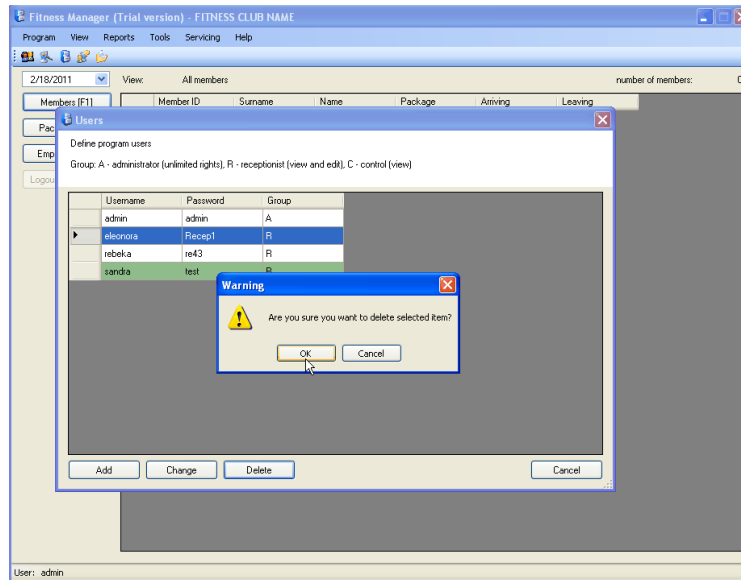


Fig.3. Delete user

Tools – Cities

Before adding new members, all the cities or parts of the cities should be entered.

Add city/part of the city

To add a city/part of the city, do the following:

1. On the **Tools** menu click **Cities**
2. Click **Add**
3. Type in a city/part of the city
4. Click **Save**

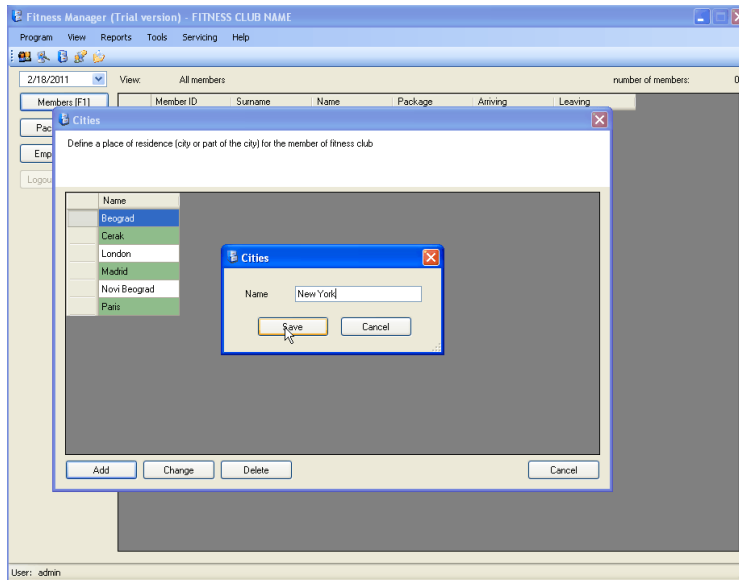


Fig.4 Add a city/part of the city

Change a city/part of the city

To change the name of the city, do the following:

1. On the **Tools** menu click **Cities**
2. Click on the city which name you wish to change
3. Click **Change**
4. Write a new name
5. Click **Save**

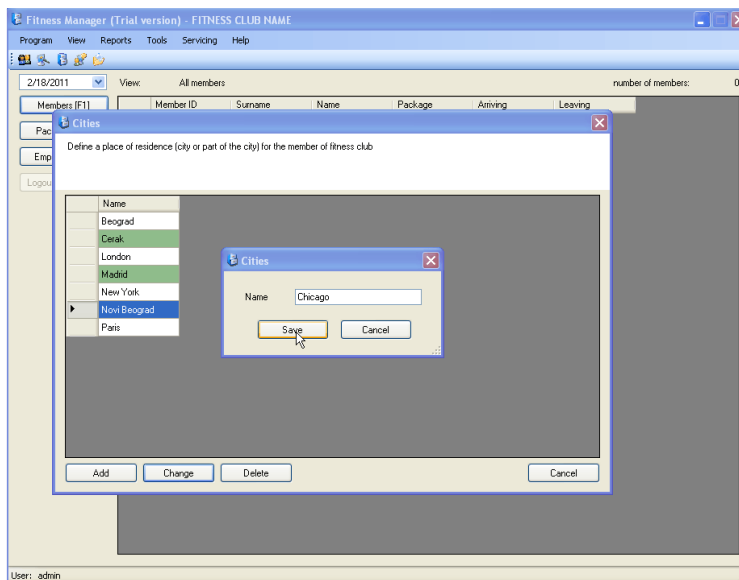


Fig.5. Change the name of the city/part of the city

Delete a city

To delete a city, do the following:

1. On the **Tools** menu click **Cities**
2. Point to the city you want to delete
3. Click **Delete** and confirm

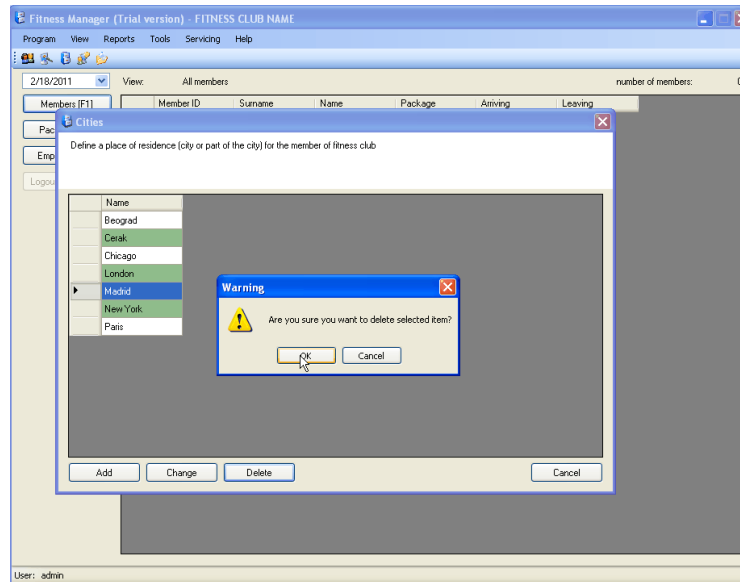


Fig.6 Delete city

Tools – Member groups

If you wish to let some of your members have discounts (some companies, students, etc.) you can make member groups. Here you will define such a group, give discounts to each group and the payment method. (C-cash, PR-prepaid, PO-postpaid).

Adding member groups

To add a member group, do the following:

1. On the **Tools** menu click **Member groups**
2. Click **Add**
3. Fill the form
4. Click **Save**

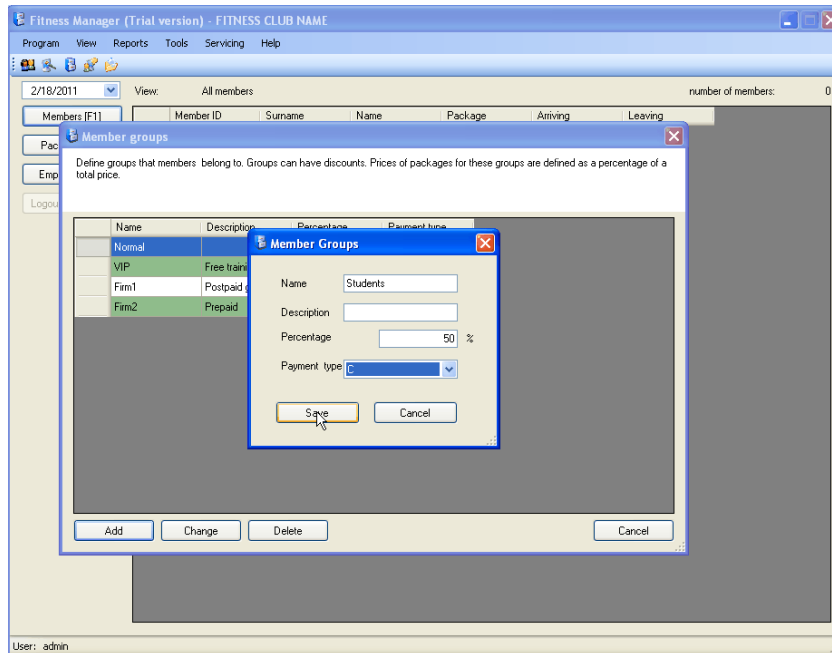


Fig.7. Add member groups

Make changes in member groups

To make changes in a member group, do the following:

1. On the **Tools** menu click **Member groups**
2. Choose a group you want to make changes in
3. Click **Change**
4. Make changes and click **Save**

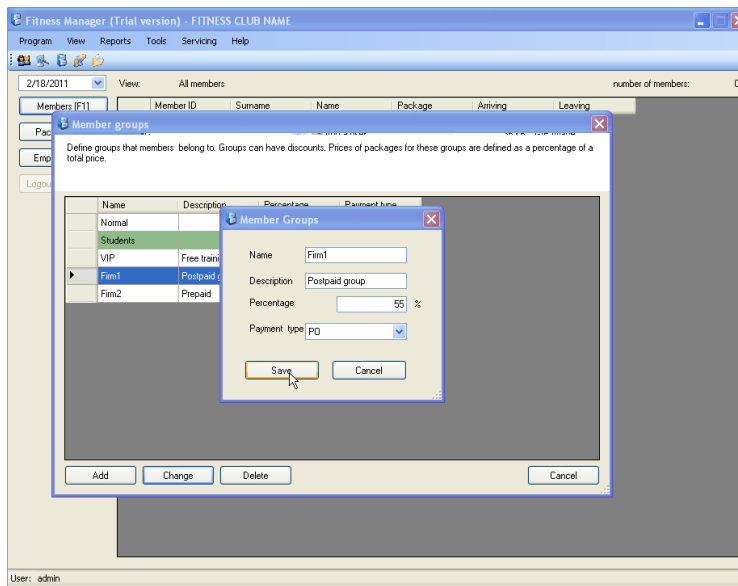


Fig.8 Make changes in member groups

Delete member groups

To delete member groups, do the following:

1. On the **Tools** menu click **Member groups**
2. Choose the group you want to delete
3. Click **Delete** and confirm

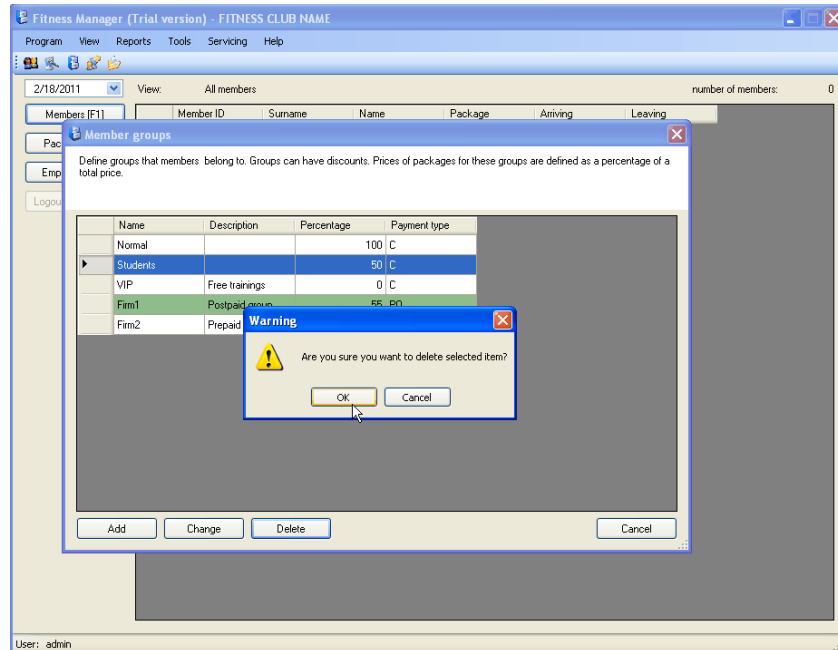


Fig.9. Delete member groups

Tools – Employee groups

All your employees you can add to employee groups according to their profession. For each group you will define cost of working hours which is later used for salary calculation.

Adding employee groups

To add an employee group, do the following:

1. On the **Tools** menu click **Employee groups**
2. Click **Add**
3. Fill the form
4. Click **Save**

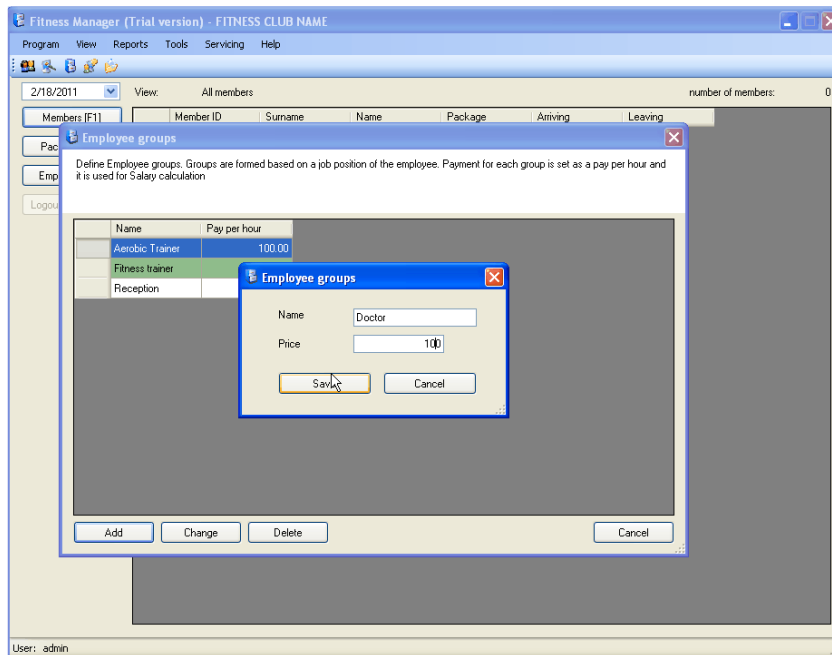


Fig.10 Add employee group

Make changes in employee groups

To make changes in employee groups, do the following:

1. On the **Tools** menu click **Employee groups**
2. Choose the group you want to make changes in
3. Click **Change**
4. Make changes and click **Save**

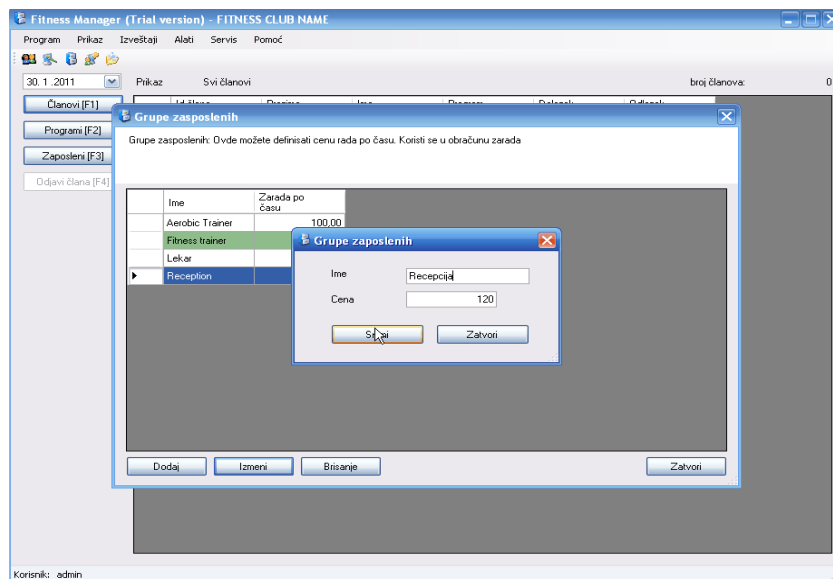


Fig.11 Make changes in employee groups

Delete employee groups

To delete an employee group, do the following:

1. On the **Tools** menu click **Employee groups**
2. Choose the group you want to delete
3. Click **Delete** and confirm

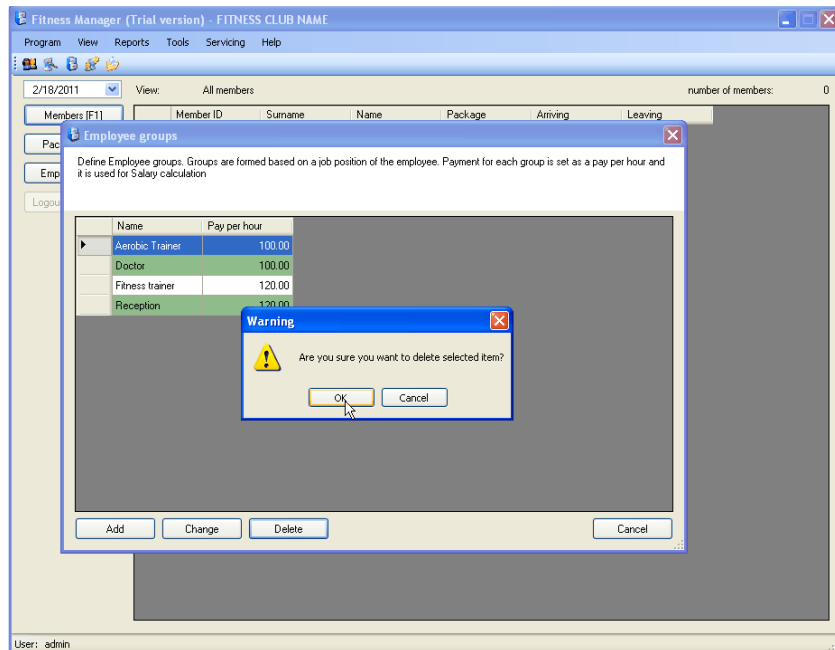


Fig.12 Delete employee groups

Tools – Employees

After you define employee groups, you can start adding employees to each group. Employee can be A (active) – working, i I (inactive) – not working anymore. Salary will be calculated only for active ones.

Add employee

To add an employee, do the following:

1. On the **Tools** menu click **Employee**
2. Click **Add**
3. Fill the form
4. Click **Save**

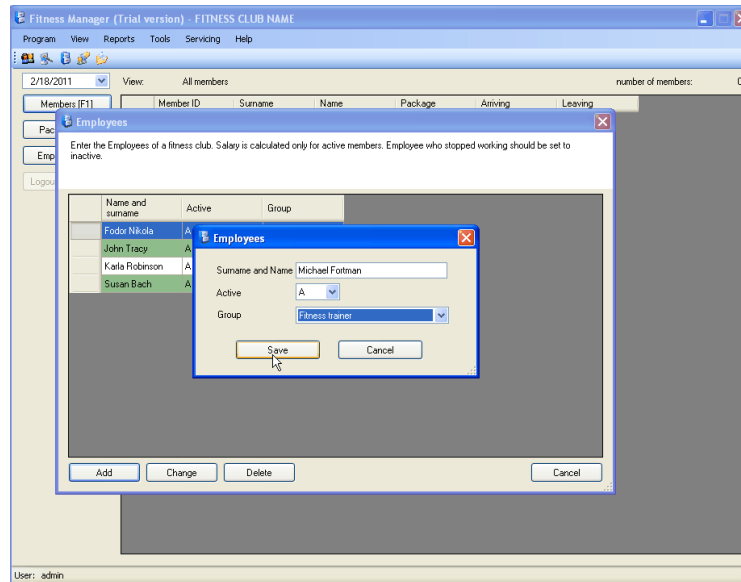


Fig.13. Add employee

Change employee

To make changes about employee, do the following:

1. On the **Tools** menu click **Employee**
2. Click **Change**
3. Make changes
4. Click **Save**

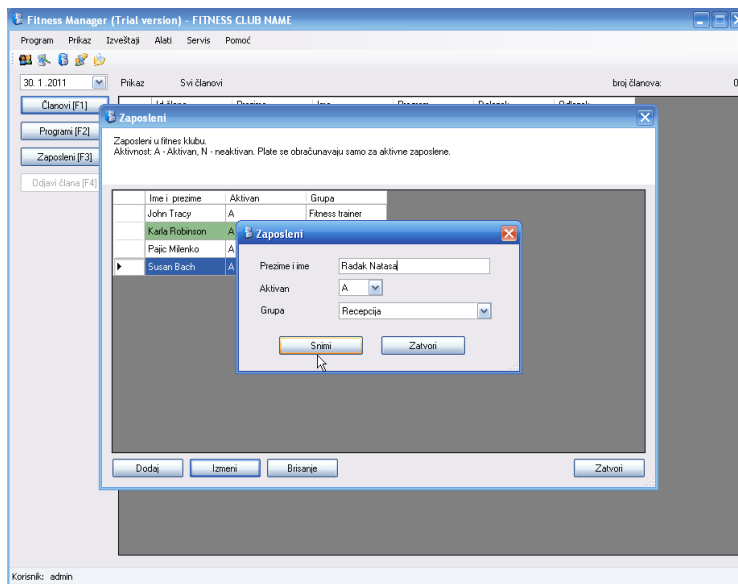


Fig.14 Change employee

Delete employee

To delete employee, do the following:

1. On the **Tools** menu click **Employee**
2. Choose the employee you want to delete
3. Click **Delete** and confirm

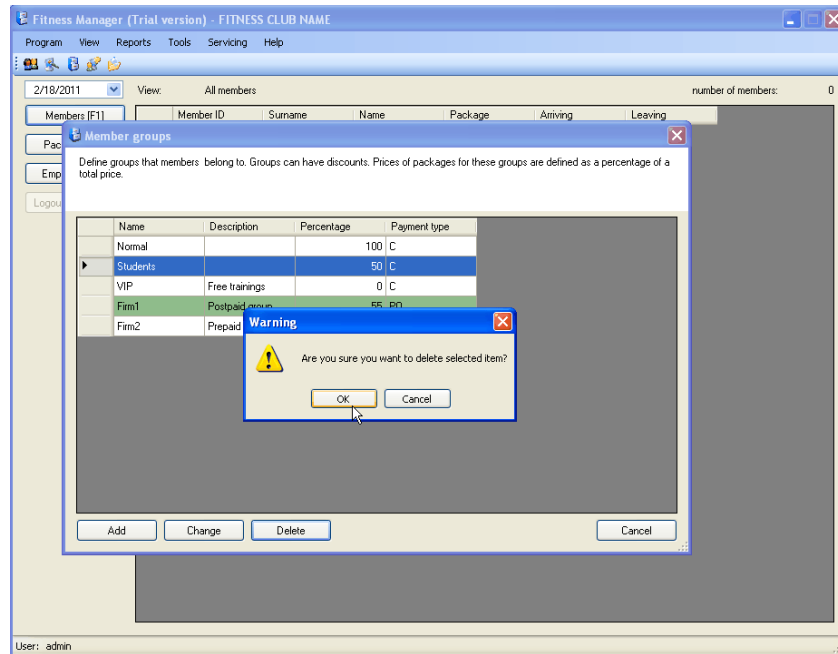


Fig.15 Delete employee

Tools – Options

In the Options window you will set the following:

Member ID tagging system

Members can be tagged automatically or free using keyboard, barcode scanner or some other tagging system.

Automatic – enter the starting number

Free – you will add ID number manually when entering new members, or use barcode scanner or some other tagging system

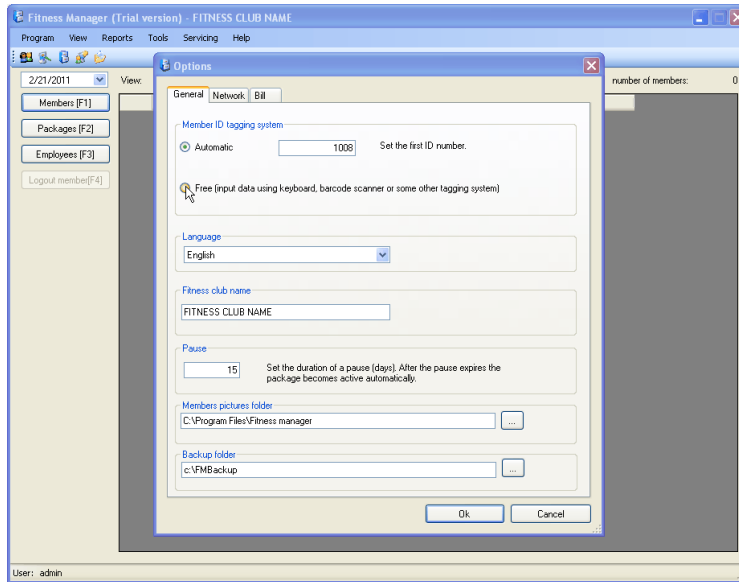


Fig. 16 Member ID tagging system

Change language

1. On the **Tools** menu click **Options**
2. In **General** find Languages and choose the language
3. Click **OK**

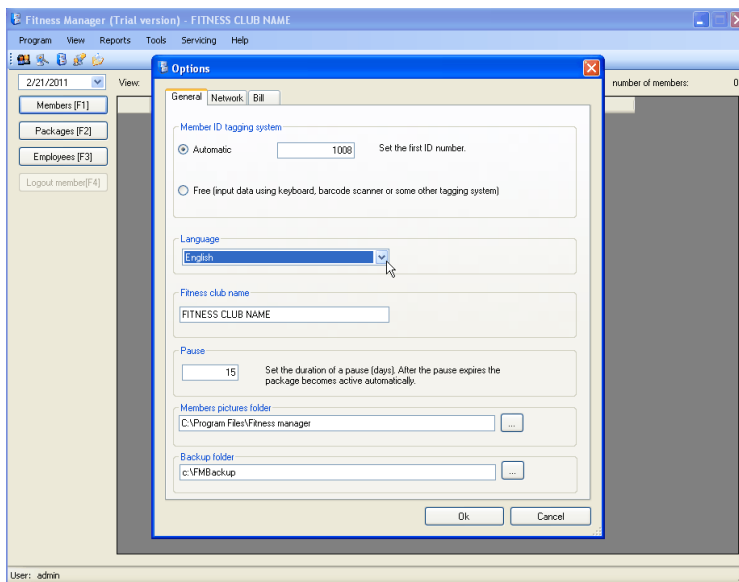


Fig 17. Change language

Club name

1. On the **Tools** menu click **Options**
2. In **General** find **Fitness club name**
3. Type in the name of your club
4. Click **OK**

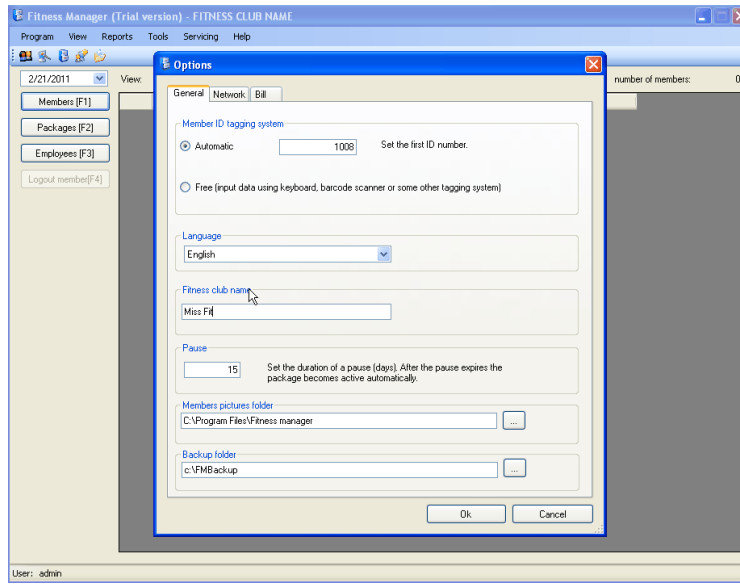


Fig 18. Club name

Pause

In case of holiday, business trip, sickness or some other reason your member cannot come to the fitness club for a certain period, you can stop their exercise classes (packages) using Pause. After the pause expires, package will automatically start.

1. On the **Tools** menu click **Options**
2. In **General** find Pause
3. Write the number of days for a pause
4. Click **OK**

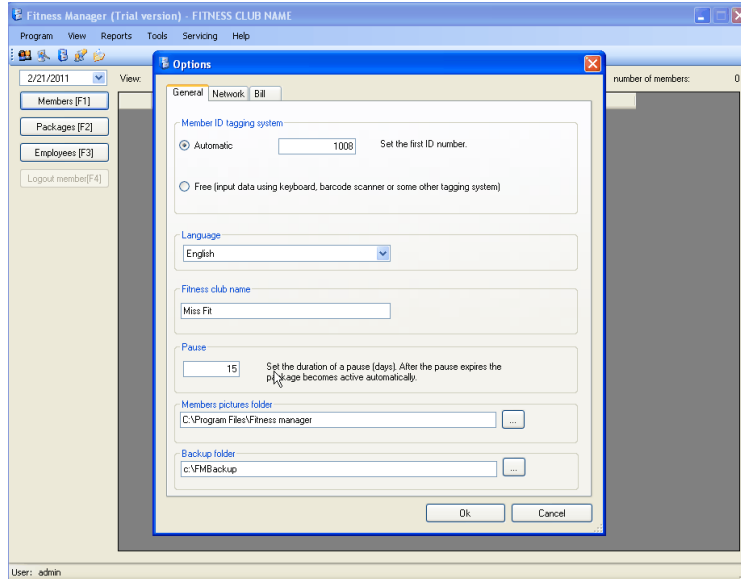


Fig. 19 Pause

Member pictures folder/backup folder

Location of pictures of members and backup you can find in Options. To be visible on other computers, you should find them on hard disk and share them.

1. On the **Tools** menu click **Options**
2. In **General** find Member pictures folder/backup folder
3. Click on browse to change location
4. Click **OK**

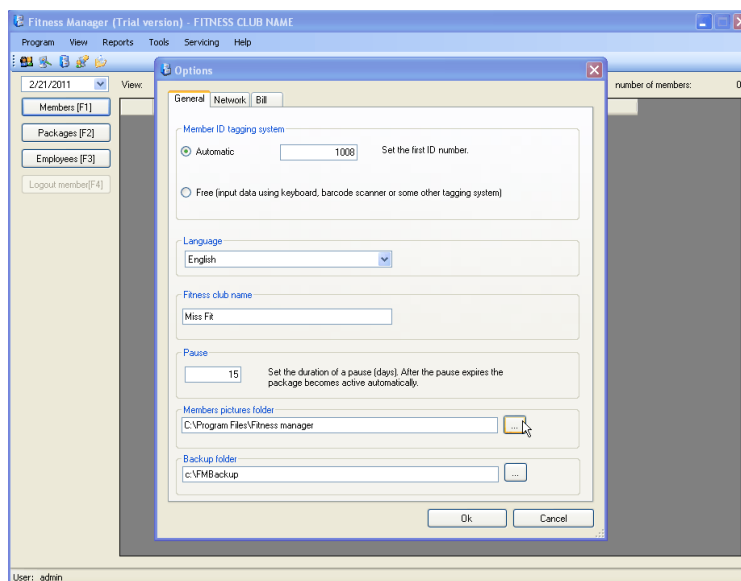


Fig. 20 Member pictures folder/backup folder

Network

Computers can be connected to the network. One computer will always be a server, and the other computers in the network will be clients. After you install the program, do the following:

1. On the **Tools** menu of your server computer click **Options**
2. Point to **Network** and click on **Show server address**
3. Copy this address
4. On the **Tools** menu of your client computer click **Options**
5. Point to **Network** and click on Show client address
6. Paste the address of your server

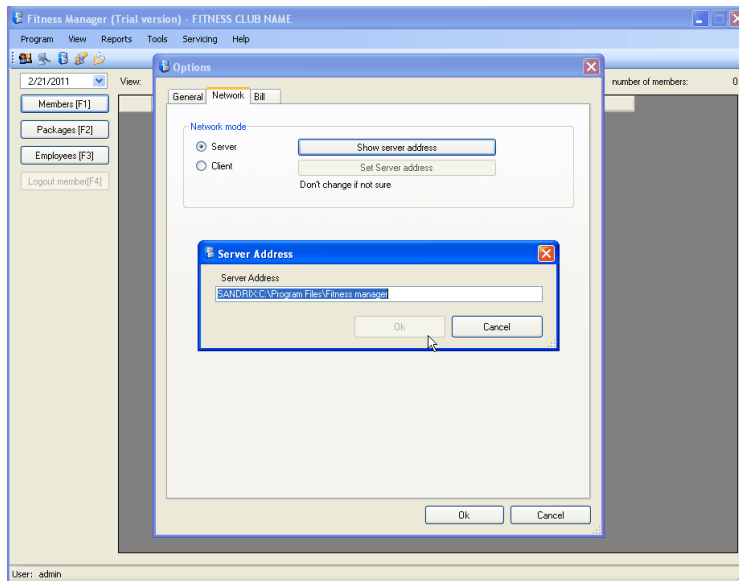


Fig. 21 Network server

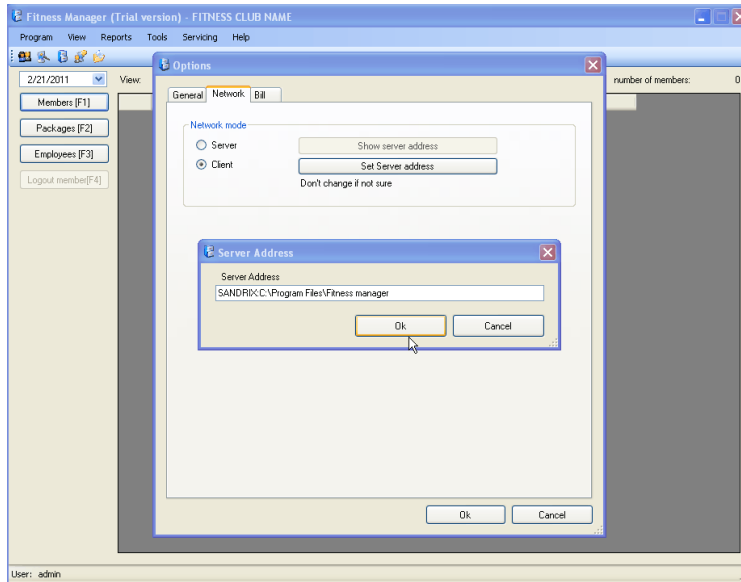


Fig. 22 Network client

In case you have Firewall on your server, to be able to connect clients on server you need to open port 3050. For Windows XP SP2, do the following:

1. Go to **Control panel**
2. click **Windows firewall**
3. open **Exceptions**
4. click **Add Port** button and set the following parameters:

Name	Firebird
Port number	3050
TCP	selected

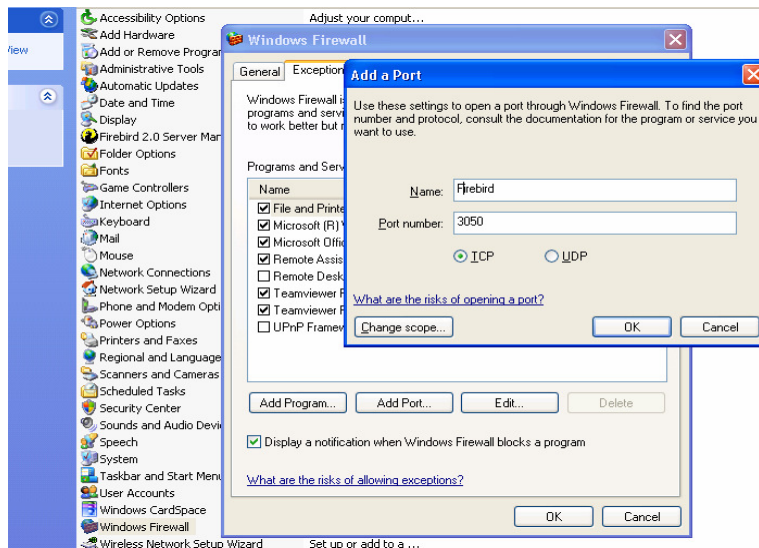


Fig.22 Firewall setup

To see the pictures of members on Clients, you should share folder with pictures of your members on Server and then set the folder path in the Option menu on client computer.

Bill

1. On the **Tools** menu click **Options**
2. Point to **Bill** and fill the form
3. Click **Change logo** to set the logo of your fitness club

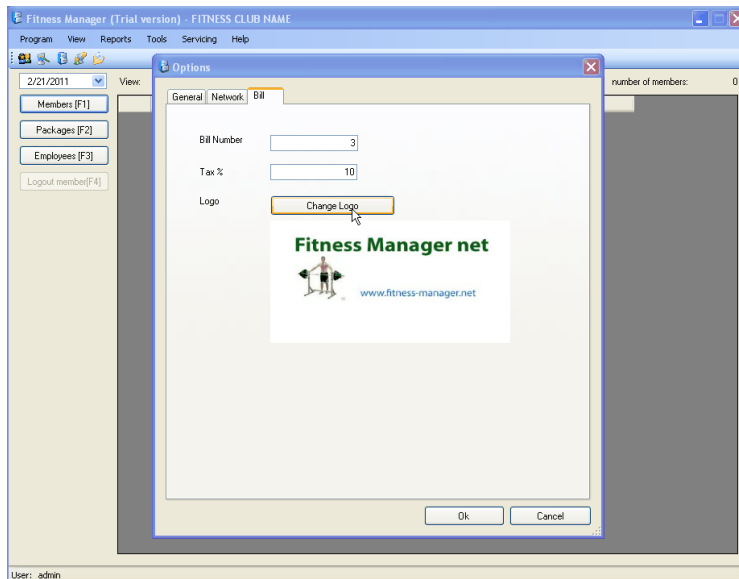


Fig. 23 Bill

MEMBERS

Add new member

1. Click **Members**
2. Type ID of a member or click **Members** to add a new one
3. Click **New** and fill the form
4. Click **Save**

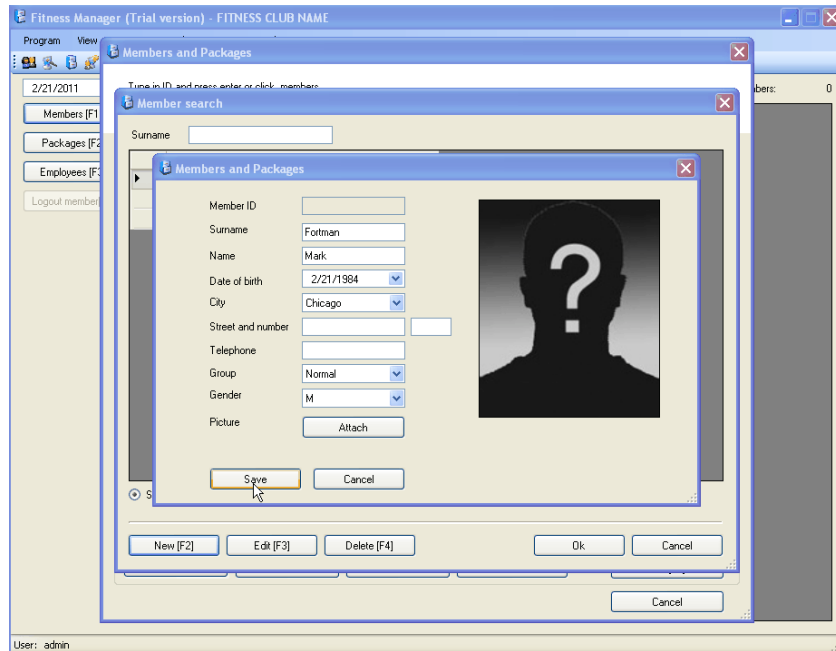


Fig. 24 Add new member

Edit new member

To edit new member, do the following:

1. Click **Members**
2. In the window Members and packages click **Members**
3. Choose the member you want to edit
4. Click **Edit**
5. Make changes
6. Click **Save**

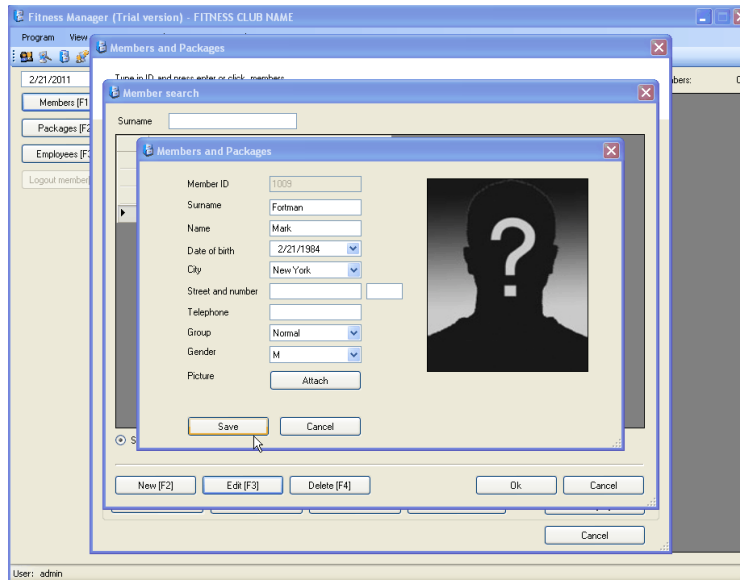


Fig. 25 Edit new member

Delete new member

To delete new member, do the following:

1. Click **Members**
2. In the window Members and packages click **Members**
3. Choose the member you want to delete
4. Click **Delete** and confirm

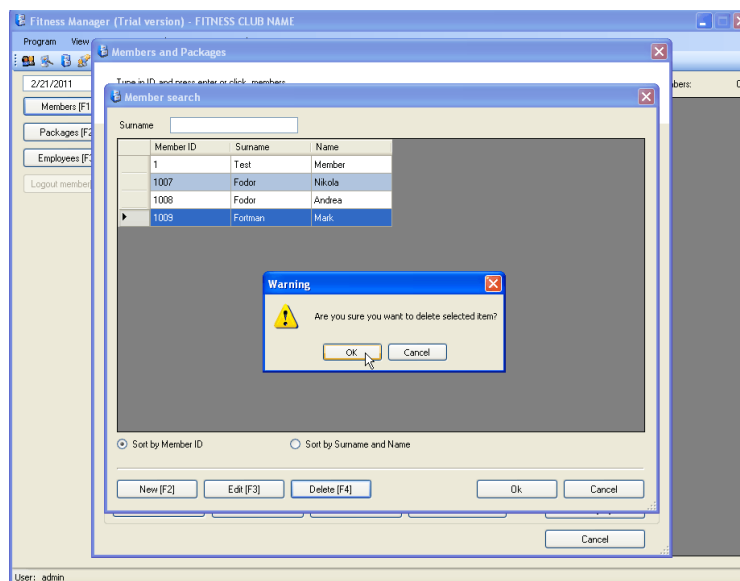


Fig. 26 Delete new member

PACKAGES

Health clubs offer different types of individual and group exercise classes (packages) such as aerobic, gym, pilates, yoga, massage, sauna, etc. Here you can define such programs by month or by number of trainings.

Add new package

To add new package, do the following:

1. Click **Packages**
2. Click **Add**
3. Fill the form
4. Click **Save**

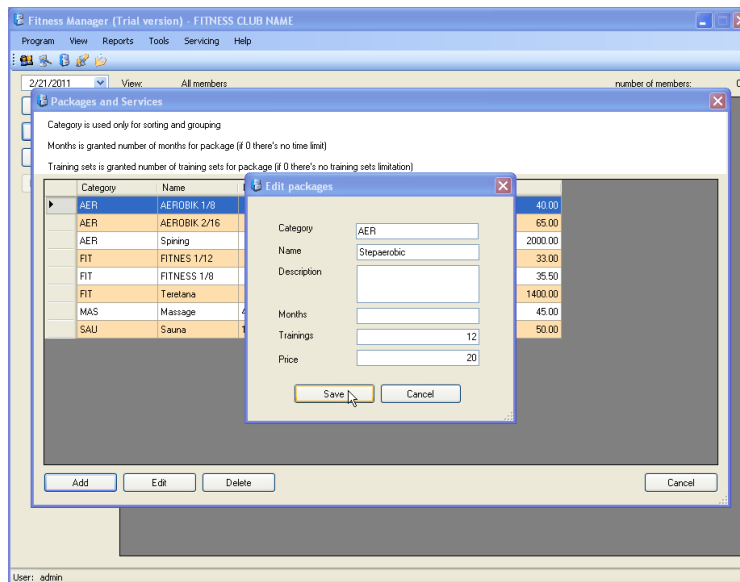


Fig. 27 Add new package

Edit packages

To make changes in a package, do the following:

1. Click on **Packages**
2. Choose the package you want to make changes in
3. Click **Edit**
4. Make changes
5. Click **Save**

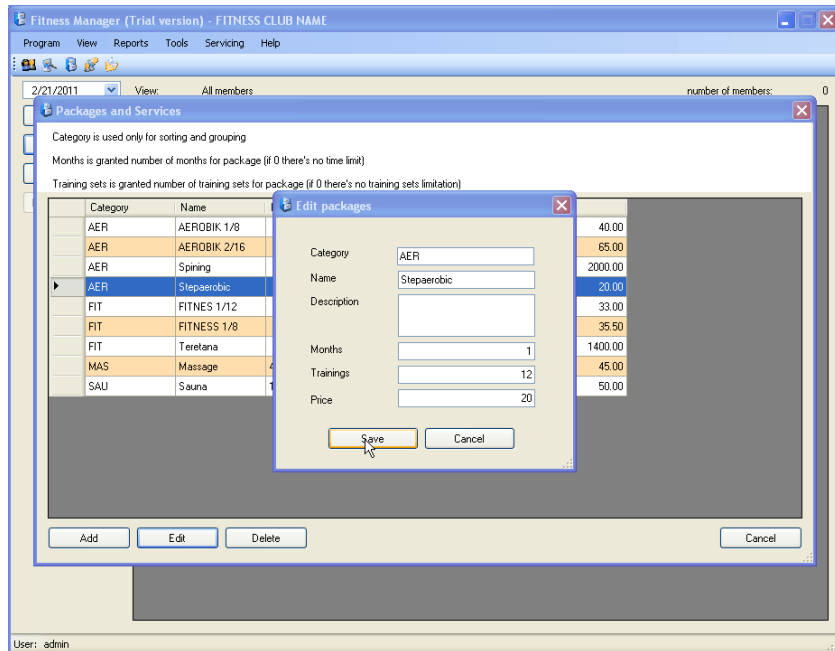


Fig. 28 Edit new package

Delete packages

To delete a package, do the following:

1. Click **Packages**
2. Choose the package you want to delete
3. Click **Delete** and confirm

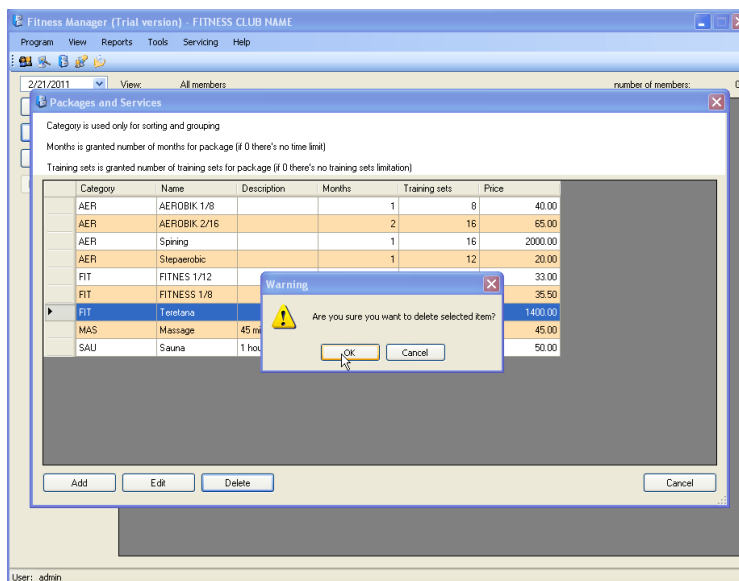


Fig.29 Delete new package

Member visits

To record a first visit of your members, do the following:

1. Click **Members**
2. In the Members and Packages window click **Members** to add member or type in ID
3. Click **New package**
4. Choose a package from the list
5. Click **Save**
6. Click **Bill** to issue a bill
7. Click **Visit**

Note: This procedure is for the first time visit to the health club.

To record a visit of your members, do the following:

1. Click **Members**
2. Type in ID or click **Members**
3. Click **Package list**
4. Click **Visit**

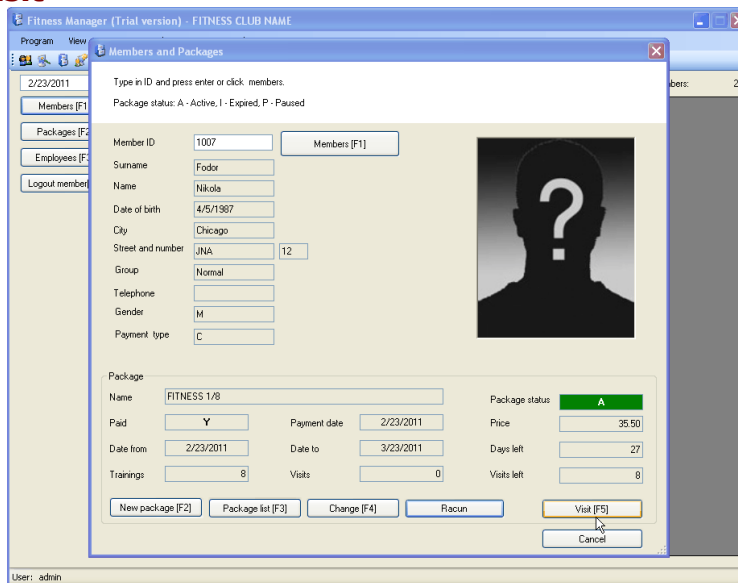


Fig.30 Member visits

Presence of the members

Presence of the members will be visible in the main window after recording their visits.

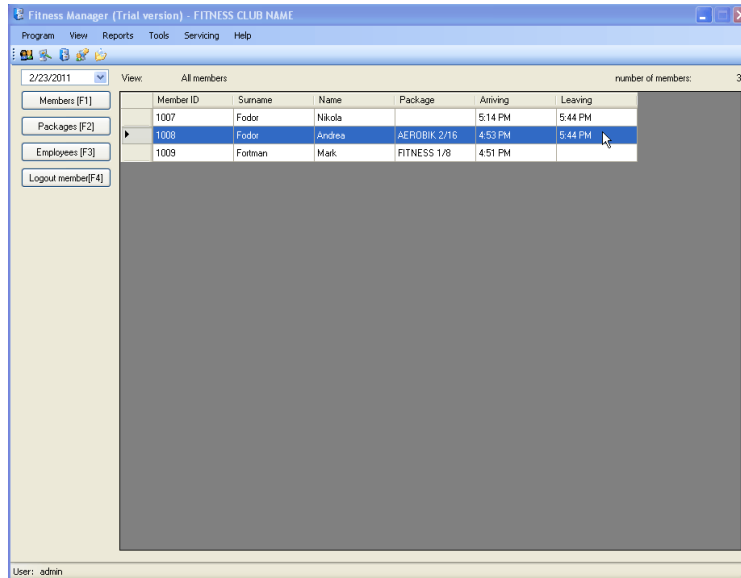


Fig.31 Presence of the members

Logout members

When the member leaves your health club, do the following:

1. In the main window choose the member
2. Click Logout member

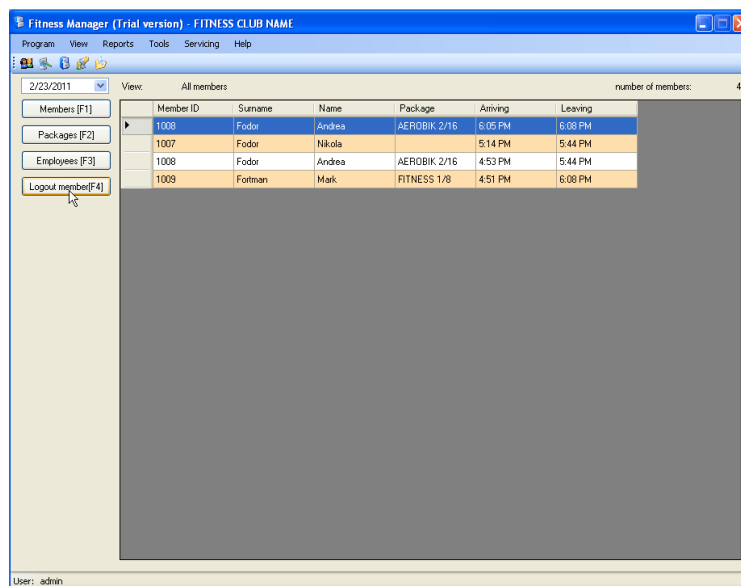


Fig.31 Logout member

Pause the package

To stop the package in case of pause, do the following:

1. Click **Members**
2. Type in ID or click **Members**
3. Choose the member
4. Click **Packages list** to add package
5. Click **Change**
6. Change Pause to **Y** – yes
7. Click **Save**

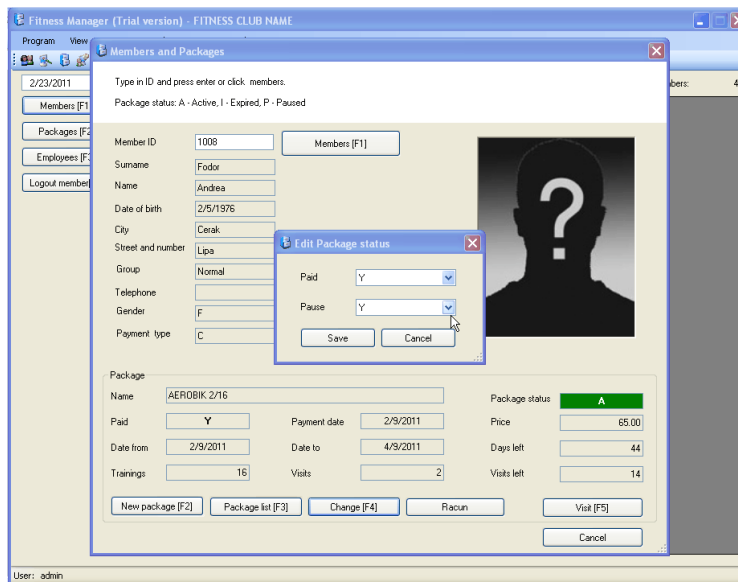


Fig.32 Make a pause of the package

EMPLOYEES

Add working time of employees

To record working time of your employees, do the following:

1. Click **Employees**
2. Click **Add**
3. Choose employee and write working time
4. Click **Save**

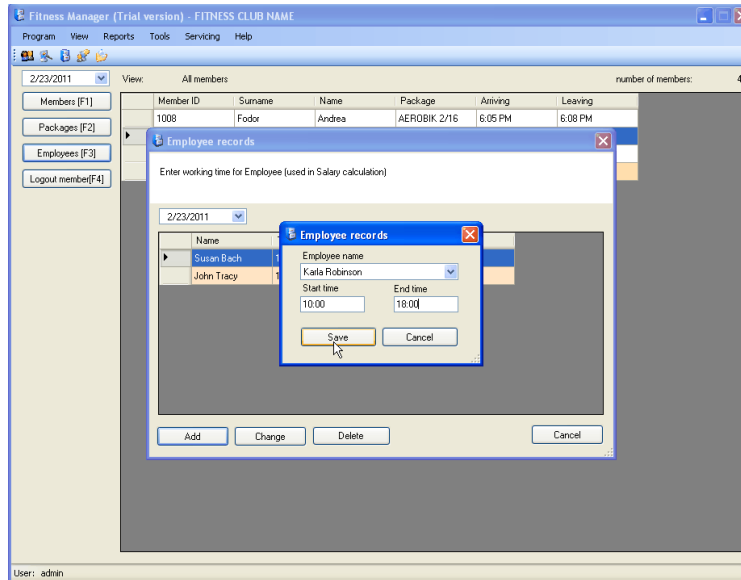


Fig.33 Add working time of employees

Change working time of employees

To change working time of employees, do the following:

1. Click **Employees**
2. Choose the employee
3. Click **Change**
4. Make changes
5. Click **Save**

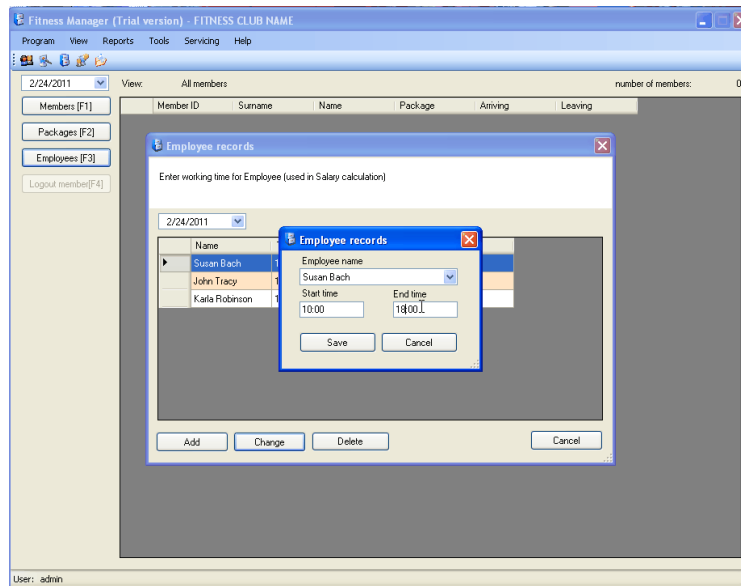


Fig.34 Change working time of employees

Delete working time of employees

To delete working time of employee, do the following:

1. Click **Employees**
2. Choose employee you want to delete
3. Click **Delete** and confirm

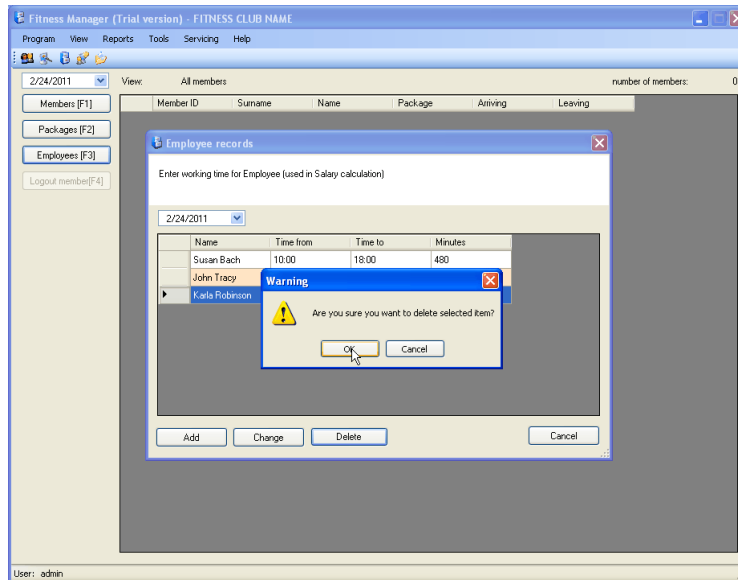


Fig.35 Delete working time of employees

Salary calculation

To calculate the salary of employees, first you need to add all the employees, make groups according to their profession and finally record their daily presence at work.

Create salary list

To get the salary list, do the following:

1. On the **Program** menu point to **Salary**
2. Choose the period for salary list
3. Click **Create**
4. Click **Show**

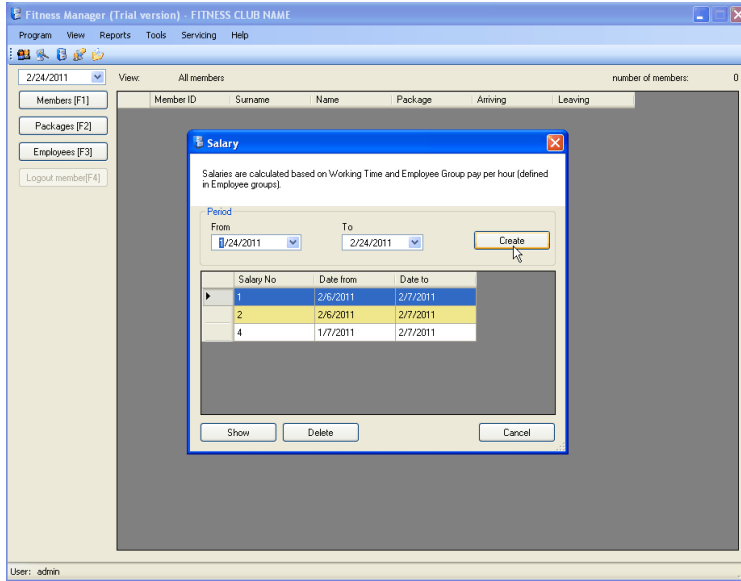


Fig.36 Salary

Delete salary list

To delete salary list, do the following:

1. On the Program menu click Salary
2. Choose the salary list you want to delete
3. Click Delete and confirm

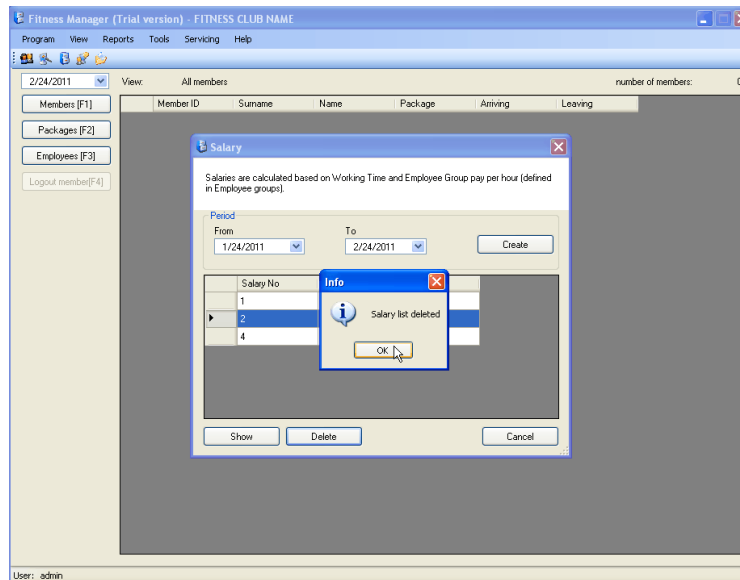


Fig.37 Delete salary list

Postpaid

To create postpaid list, first you need to create member groups and determine discounts.

Create postpaid list

To get the postpaid list, do the following:

1. On the **Program** menu point to **Postpaid**
2. Choose the member group and time period
3. Click **Create**
4. Click **Show**

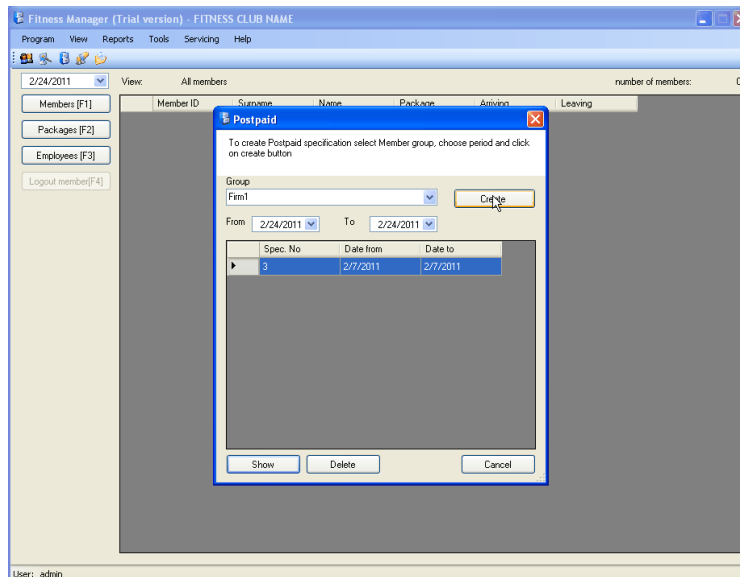


Fig.38 Create postpaid list

Delete postpaid list

To delete postpaid list, do the following:

1. On the **Program** menu point to **Postpaid**
2. Choose the list you want to delete
3. Click **Delete** and confirm

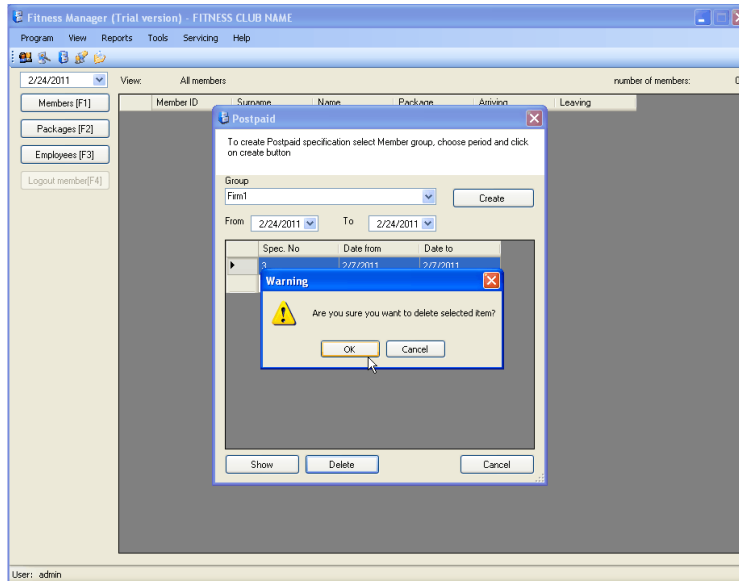


Fig.39 Delete postpaid list

View

On the View menu you can see the lists of:

1. Members present in the health club
2. All the members
3. Member who are no longer present in the health club

Reports

Fitness manager covers the following reports:

- payments of the members (by members, summary)
- members (new members, month view of new members)
- members (birthdays, by gender and by age)
- visits (month view, day view, hour view, summary)

To see the report, do the following:

1. On the **Report** menu point to the report you want to see
2. Chose the period and click **OK**

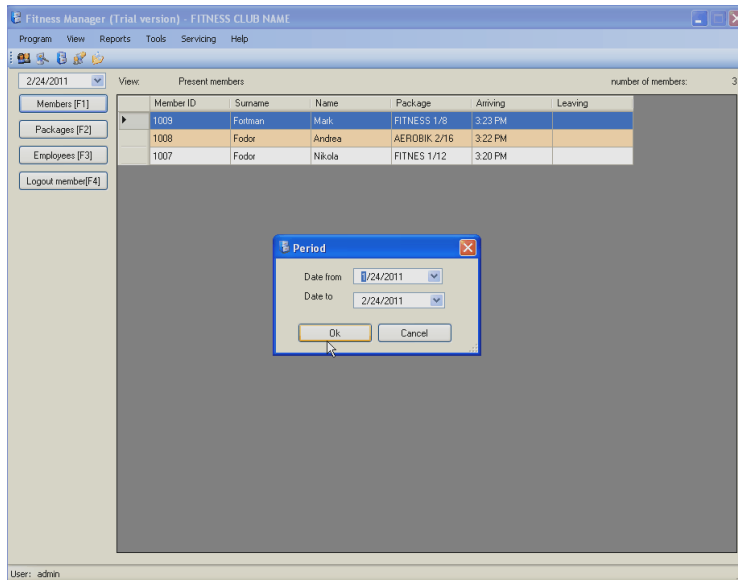


Fig.40 See the report

Each report can be exported to Excel or PDF file by clicking Export icon.

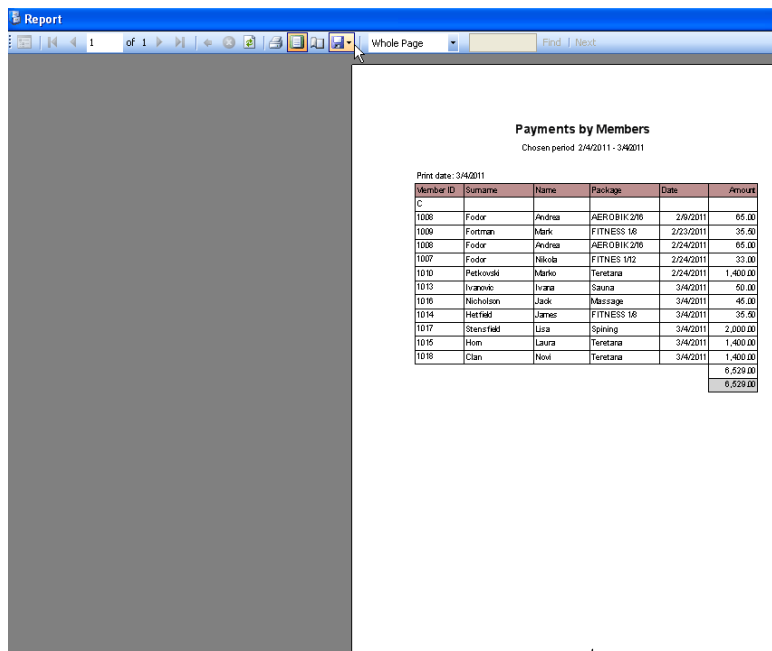


Fig.41 Export to Excel or PDF file

Servicing

On the servicing menu you can backup and restore database.

