

Splash V7

User Documentation

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Understanding the Diary

The Swim School Diary provides access to most features required in the day-to-day operation of the Splash system. It enables you to display the sessions for a selected block along with the related bookings. Inside the diary you have the ability to update attendance, update achievements, receive payments, and transfer students from one session to another.

Swim School Diary

This format provides the flexibility of being able to display all sessions for a defined weekday within a block in a specified year. You may also refine the list by selecting up to three class types.

The screenshot shows the 'Swim School Diary' application window. The left pane displays a list of classes for Monday, February 2018, with columns for Time, Class, Instructor, Bookings, Spares, This Week, and Next Week. The right pane shows the details for the selected class: 'Jellyfish @ 4:00 PM on Monday with David Smith'. It includes fields for Session ID (3004), Class ID (JEL), Instructor (DS, David Smith), Class Name (Jellyfish), Class Level (4), Max Size (6), Location (Main Pool), Start Date (5/2/2018), End Date (26/2/2018), and Shift (Afternoon). Below these fields is a table of bookings for different pool depths (0.902, 1.202, 1.802, 2.602) and a list of students with their names, pool depths, and icons for adding bookings, makeups, or waiting lists.

Daily Grid

Unlike the Swim School Diary, the grid displays classes for all days of the week in one view. Display a list of who is booked into a class by hovering your cursor above the class name or by clicking directly on the required class. This view is not available for printing.

The screenshot shows the 'Swim School Diary - Class Grid' application window. It displays a weekly grid of classes for the year 2018. The grid has columns for each day of the week (Monday through Sunday) and rows for different time slots (3:30 PM, 4:00 PM, 4:30 PM, 5:00 PM). Each cell in the grid contains a class name, instructor, and the number of bookings. For example, on Monday at 3:30 PM, there are classes for Jellyfish (DS, 5), Penguin (BS, 4), and Turtles (BR, 7). The grid also includes a 'Block' column and a 'Year' dropdown set to 2018.

Class Grid

Unlike the other two options for display, the class grid displays all classes for a selected day and shift. This view shows the students booked into each session. Click once on the session display icon to display more detail for the selected class.

The screenshot shows the 'Splash' software interface for a 'Swim School Diary - Daily Grid' on Monday, February 20, 2018. The main grid lists various swim classes such as 'Turtles', 'Jellyfish', 'Penguin', 'Seals', and 'Turtles' at different times. A pop-up window titled 'Turtles at 4:30 PM on Monday with Brian Roberts' is open, showing a table of students and their details.

Student	Attendance	Achievements	Waitlist
Joanne Jones	2_10m	0272222082	David Jones
Paula Schwass	5_1m	0272222082	Robyn Schwass
Peter Williamson	4_0m	0272222082	John Williamson

Working in the Swim School Diary

The content of Swim School Diary is based on three key fields; the day of the week, the block, and the year. In addition to these three fields you may also filter by Class.

The screenshot shows the Splash Swim School Diary application. The top navigation bar includes 'File', 'Edit', 'View', 'Diary', 'Scripts', 'Print', and 'Tools'. The main header displays 'Splash Swim School Diary' and 'Today's Date: 2/2/2018'. A 'Specify' dropdown menu is open, showing 'Monday', 'feb', and '2018'. Below this, a 'Class' dropdown menu is also open, listing various classes like 'Turtles', 'Penguin', 'Jellyfish', 'Seals', etc. The main content area displays details for the selected class: 'Jellyfish @ 4:00 PM on Monday with David Smith'. This includes session ID, class name, instructor, location, start/end dates, and a list of participants with their names and phone numbers.

1. Select the **Weekday** you wish to view.
2. Select the **Block** you wish to view.
3. Select the **Year** you wish to view.
4. Select the specific Class(es) you wish to view (optional).

Login as a New User

View Preferences

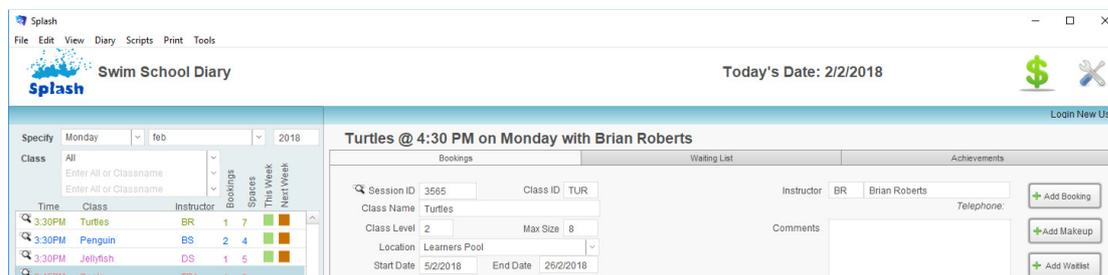
Process Payment

This screenshot is identical to the one above, showing the same interface for the 'Jellyfish @ 4:00 PM on Monday with David Smith' class. The 'Specify' and 'Class' dropdown menus are still open, and the participant list is visible. The interface includes the same navigation bar, header, and main content area as described in the previous screenshot.

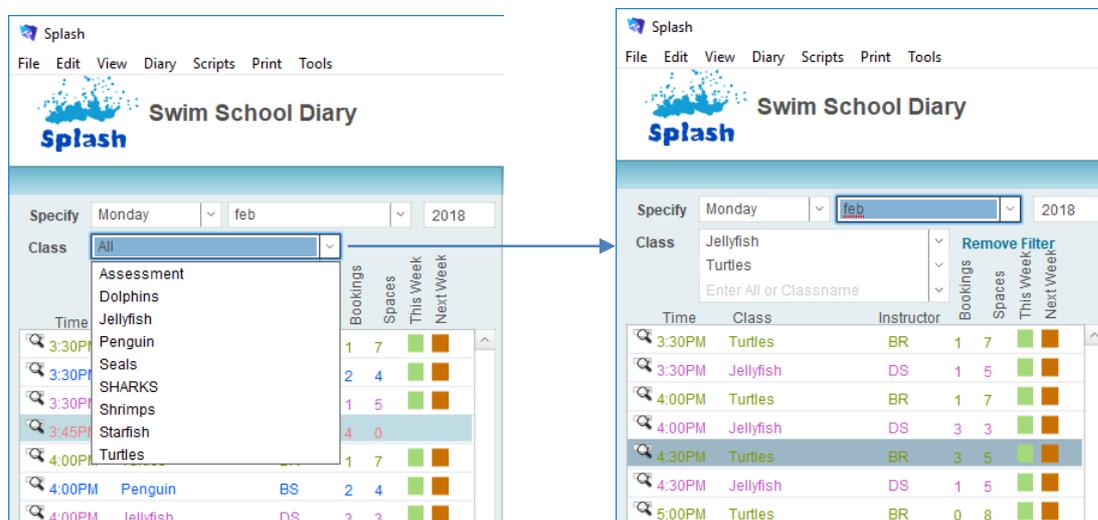
Filtering the Diary for Specific Classes

Rather than display the entire list of sessions you may elect to display sessions for a selected class type or multiple class types.

1. Ensure the Swim School Diary is displayed on your screen.
2. Select the required Day, Block and Year at the top of the diary screen.



3. Select the class you wish to display from the drop-down list provided.
4. Repeat step 3 until all the required classes are displayed.



Updating Session Details

Elements of the session can be updated within the diary. Updating session information here will automatically update the original session record and any active bookings.

Your ability to edit session information is dependent upon your access privileges. The Edit Session checkbox must be selected in your user account if you wish to update session information.

Viewing Bookings for a Session

1. Ensure the correct day, block and year are displayed at the top left of your screen.
2. Use the list on the left of your screen to click the class name for session you wish to display.
3. All bookings for the selected session will be displayed within the panel on the right of the screen.

The screenshot shows the Splash Swim School Diary interface. At the top, it displays 'Today's Date: 2/2/2018'. The left sidebar shows a list of sessions for Monday, February 2018. The session 'Seals @ 3:45 PM on Monday with To Be Advised' is selected. The main panel displays details for this session, including Session ID (3560), Class ID (SEA), Instructor (TBA), and Location (Main Pool). A table shows bookings for this session, with columns for time slots (0902, 1202, 1902, 2602) and student names like Craig King, Hamish McDougal, Jack McArthur, and Paul Fairbrother.

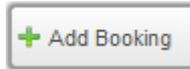
Creating a New Booking in the Diary

Bookings may be made within the diary or within the Sessions module. The diary provides a more efficient method of booking a student into a session.

1. Select the required Day, Block and Year at the top of the diary screen to locate the session you wish to book the student in to.
2. Use the list on the left of your screen to click the class name for the session you wish to book the student in to.

The screenshot shows the Splash Swim School Diary interface with the session list on the left. The session '3:45PM Seals' is highlighted. The main panel is empty, indicating that no bookings have been made for this session yet.

- All bookings for the selected session will be displayed on the right of your screen.



- Click once on the **Add Booking** button to display the **Select a Student** dialog. Your cursor will be flashing in the filter field.

Select a Student

Enter all or part of the student name to display fewer records.
Select the family name from the list below...

Filter:

Jessop	William	4_10m	04 478 3215	180 Essex St, Ngaio, Wellington 4007	Turtles
Smith	william	8_0m	0272222082	123 Any St, Wellington	Jellyfish
watkins	Jamie	4_10m			Jellyfish
White	Jane	7_2m	0272222082	76 Moorefield Road, Johnsonville, Wellington	Starfish
Williams	Benjamin	4_4m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Turtles
Williams	Harry	4_9m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Penguin
Williams	Jenny	5_2m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Turtles
Williams	Sam	2_8m	0272222082	171 Chapel St, Khandallah, Wellington 4005	
Williams	Sarah	1_5m	0272222082	171 Chapel St, Khandallah, Wellington 4005	
Williamson	Peter	4_0m	0272222082	987 Essex St, Masterton 5886	Turtles
Wilson	James	4_1m	0272222082	123 Any St, Wellington 4000	Jellyfish

- Begin typing either the student first name or last name (or part thereof) in the **Filter** box to display a list of all students who match the text entered. The list of students will be revised as you type.

Select a Student

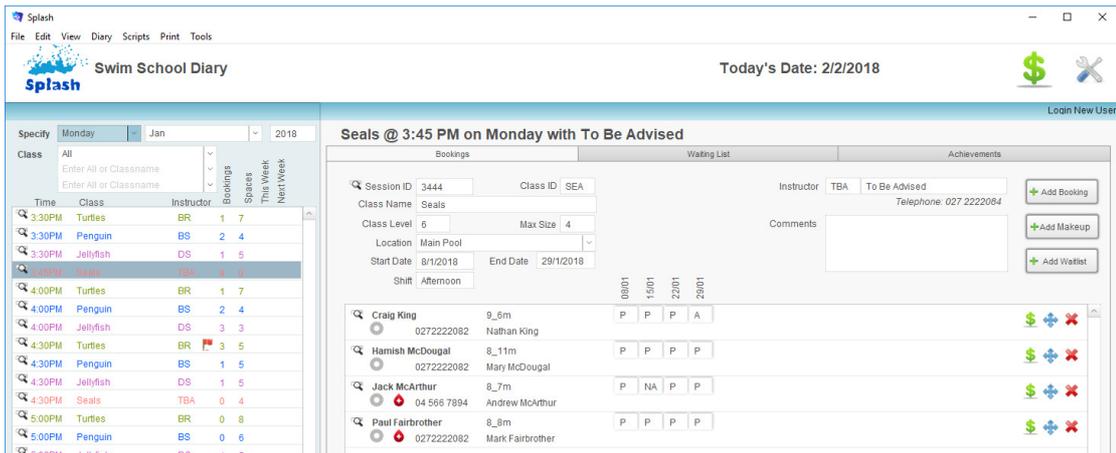
Enter all or part of the student name to display fewer records.
Select the family name from the list below...

Filter:

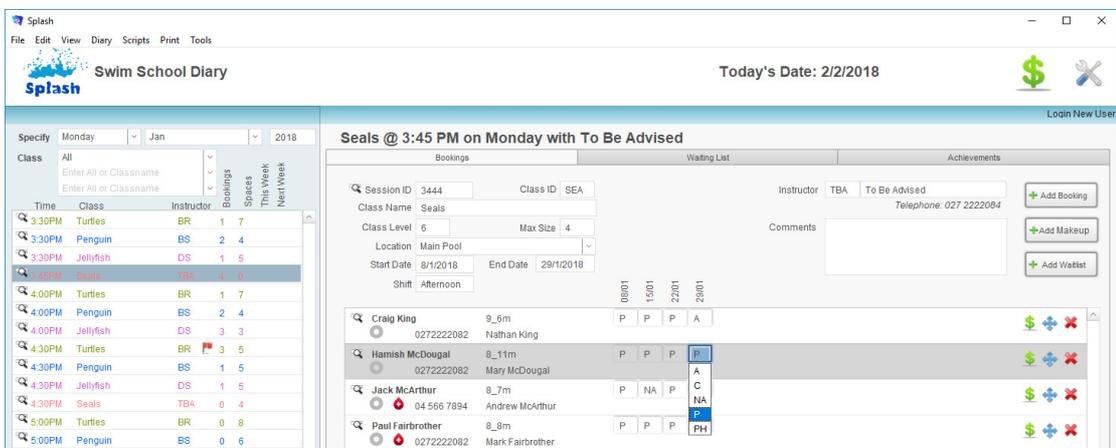
Jessop	William	4_10m	04 478 3215	180 Essex St, Ngaio, Wellington 4007	Turtles
Smith	william	8_0m	0272222082	123 Any St, Wellington	Jellyfish
watkins	Jamie	4_10m			Jellyfish
White	Jane	7_2m	0272222082	76 Moorefield Road, Johnsonville, Wellington	Starfish
Williams	Benjamin	4_4m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Turtles
Williams	Harry	4_9m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Penguin
Williams	Jenny	5_2m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Turtles
Williams	Sam	2_8m	0272222082	171 Chapel St, Khandallah, Wellington 4005	
Williams	Sarah	1_5m	0272222082	171 Chapel St, Khandallah, Wellington 4005	
Williamson	Peter	4_0m	0272222082	987 Essex St, Masterton 5886	Turtles
Wilson	James	4_1m	0272222082	123 Any St, Wellington 4000	Jellyfish

- Click once on the line that contains the name, age and address of the student you wish to add to the class.
- The Enter New Booking dialog will be displayed on your screen. The student and session details will be completed for you.

2. Use the list on the left of your screen to select the session you wish to update.



3. All bookings for the selected session will be displayed in the panel on the right of the screen.



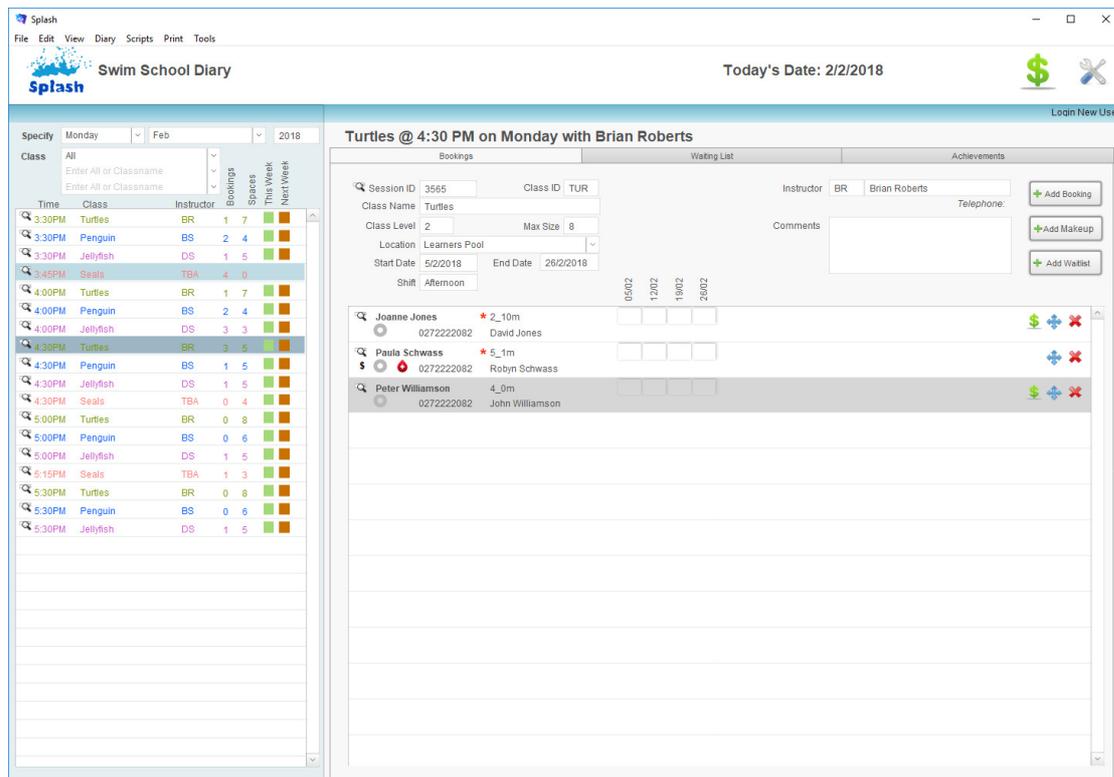
4. Update attendance by choosing the appropriate attendance code from the drop-down menu displayed for the required date.

NB: See the Bookings User Guide for instructions on updating attendance in bulk.

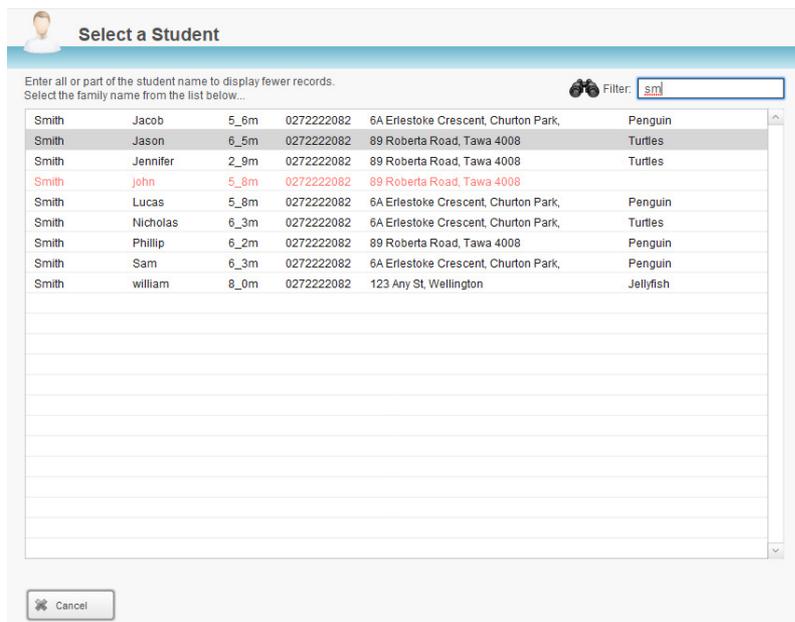
Booking a Catchup/Makeup Lesson

Catchup lessons can only be created from the diary. Bookings can only be made in a session that has vacancies. If the class has future catchups scheduled (which makes the class full on those dates) you may be unable to enter additional bookings.

1. Select the required Day, Block and Year at the top of the diary screen to display the session you want to book the student in.
2. Use the panel on the left of your screen to select the session you would like to book a catchup lesson for.
3. All bookings for the selected session will be displayed in the panel on the right of your screen.



- Click once on the **Add Catchup/Makeup** button to display the **Select a Student** dialog.



- Begin typing either the student first name or last name to display a list of all students with a matching name. The list will be revised as you type.
- Click once on the line, which contains the student name, age, and address you wish to book the catchup for.
- The Enter New Catchup Details dialog will be displayed on your screen. The student and session details will be completed for you.

Create New Booking

Enter New Catchup Details

Must Pay at Time of Booking

Jason Smith
 89 Roberta Road, Tawa 4008
 Telephone: 0272222082

Age: 6_5m Gender: Male

Has been booked in to **Turtles** lessons on **Monday** at **4:30 PM** with **Brian Roberts**

Start Date 5/2/18

Comment

Cancel Done

8. Update the **Start Date** to display the date the catchup lesson is being taken.

9. Click the **Done** button to save the booking and return to the diary screen.

NB: An “Active” catchup lesson will appear in green text. A catchup is regarded as active if the date of the catchup is within 7 days of the current date. Students entered for catchup lessons will automatically appear on printed listings while they are active. The status of a catchup lesson will revert to “Exited” when outside the active timeframe. A past catchup is displayed in red text, while a future catchup is displayed in orange text.

Identifying Upcoming Spaces for Catchups/Makeups

Upcoming spaces for either this week or next week are represented as green and oranges boxes in the diary. Simply click the box to create a catchup/makeup lesson.

- A green box represents a space this week,
- An orange box represents a space next week.

The screenshot shows the 'Splash Swim School Diary' interface. On the left, there is a table of classes for Monday, February 2018. The table has columns for Time, Class, Instructor, Bookings, and Spaces. The 'Spaces' column is further divided into 'This Week' (green boxes) and 'Next Week' (orange boxes). A blue circle highlights these columns. The main area shows details for the selected class: 'Turtles @ 4:30 PM on Monday with Brian Roberts'. It includes fields for Session ID (3555), Class ID (TUR), Instructor (BR, Brian Roberts), Class Level (2), Max Size (8), Location (Learners Pool), Start Date (5/2/2018), End Date (26/2/2018), and Shift (Afternoon). There are also buttons for 'Add Booking', 'Add Makeup', and 'Add Waitlist'.

Updating Student Achievements

Student achievements can be updated from either the diary, the booking record or from the iPad. Each row in the achievement portal contains four fields:

The Goal – displays a description of the goal a student is working towards.

Progress Status – contains a drop-down list of possible stages in respect to the swimmers progress towards the selected goal. The menu may be changed within your preferences.

Comments – a free text field that enables you to enter any comments about the students' progress towards the selected goal.

Date of Completion – the date of completion should be completed when a child has successfully demonstrated the assigned task.

1. Select the required Day, Block and Year at the top of the diary screen.
2. Use the list on the left of your screen to select the session you wish to update.
3. Click the achievement tabcard.

The screenshot shows the 'Splash Swim School Diary' application. The top navigation bar includes 'File', 'Edit', 'View', 'Diary', 'Scripts', 'Print', and 'Tools'. The main header displays 'Swim School Diary' and 'Today's Date: 2/2/2018'. The left sidebar shows a calendar view for 'Monday, Feb 2018' with a list of sessions. The main content area is titled 'Turtles @ 4:30 PM on Monday with Brian Roberts' and has three tabs: 'Bookings', 'Waiting List', and 'Achievements'. The 'Achievements' tab is active, showing a table of 'Current Bookings' with columns for student name, time, instructor, and level. Below this, it displays 'Displaying Goals for: Joanne Jones (Last Goal Achieved)' with a list of four goals, each with a progress status (e.g., Mastered, Learning, Introduced) and a 'Date Achieved' field.

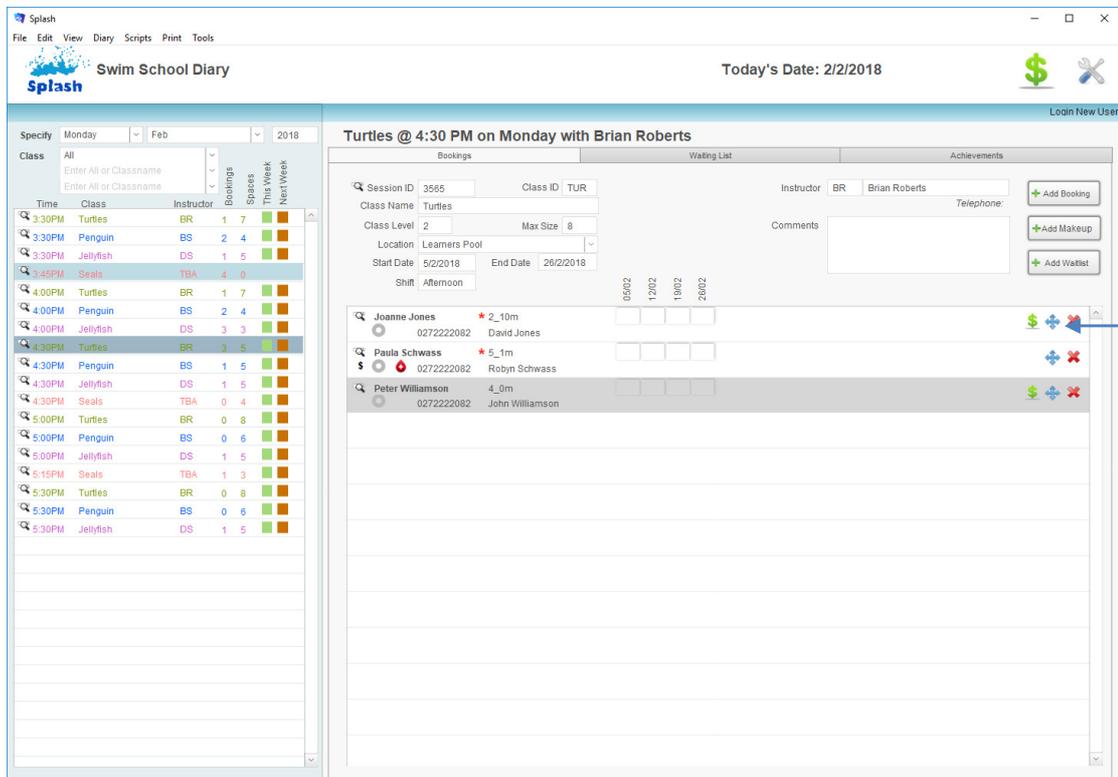
4. A list of all students in the selected session will be displayed on the top right of your screen.
5. Click once on each student name to display their progress towards goals..
6. Update assessment details for each goal as required.

This close-up screenshot focuses on the 'Achievements' tab. The 'Current Bookings' table lists four students: Joanne Jones (2_10m), Paula Schwass (5_1m), Peter Williamson (4_0m), and Jason Smith (6_5m), all at the 'TURTLES' level. Below the table, the 'Displaying Goals for: Joanne Jones (Last Goal Achieved)' section shows four goals. The first goal, 'Happy in the water', is marked as 'Mastered' and has a 'Date Achieved' field. A blue arrow points to this field, indicating where the user can update the date.

Transferring the Student to Another Session

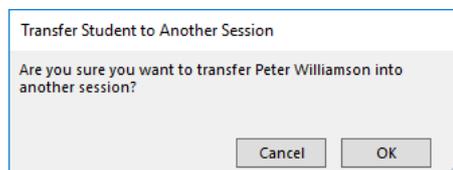
Use the transfer command to move a student from one session to another, this command should be used when you do not need to keep a record of the original booking. If you wish to keep a record of the original booking, use the Exit process and rebook the child in a new session.

1. Select the required Day, Block and Year at the top of the diary screen.
2. Use the list on the left of your screen to select the session you wish to update.
3. Locate the booking you wish to move.

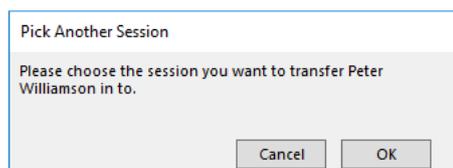


Click the  button to move the student to another class

4. Click once on the transfer button displayed to the right of the booking record.
5. You will be asked to confirm your request to move the selected student to another class.



6. You will be prompted to select the session you would like to move the student into.



7. Display the new session details on your screen by updating the Day, Block and Year settings at the top of the diary screen.
8. Click once on the session you wish to move the student in to.

Processing a Payment

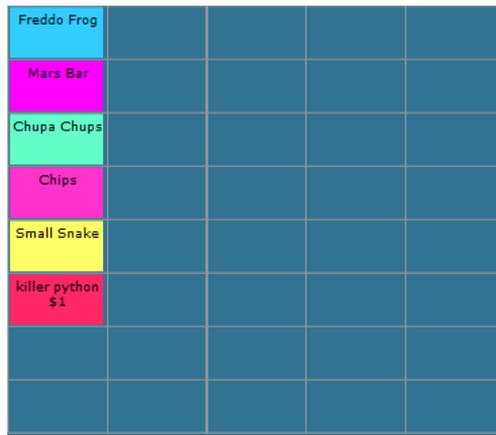
1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the window.



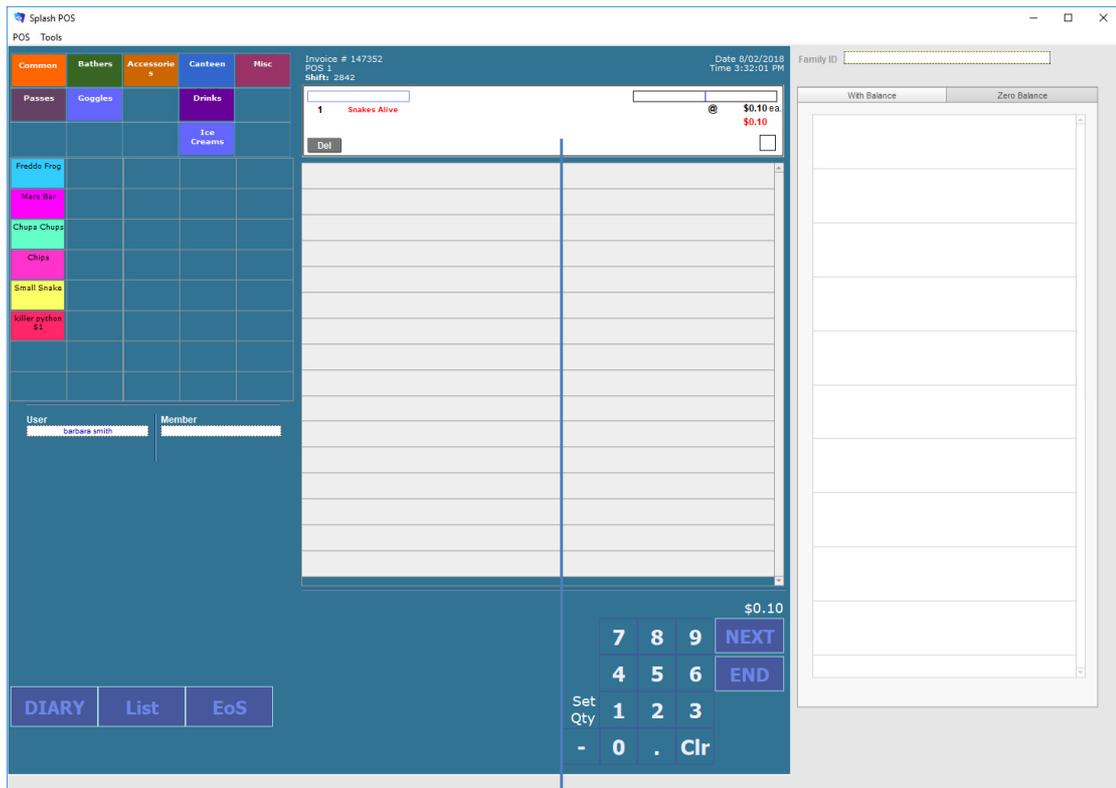
3. The POS interface will be displayed on your screen.
4. Use the panel on the top left of the screen to select the category which contains the button for the item being sold.

Common	Bathers	Accessories	Canteen	Misc
Passes	Goggles		Drinks	
			Ice Creams	

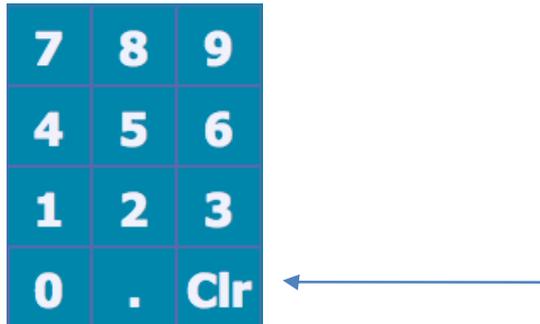
5. Click once on the product you wish to include in your sale.



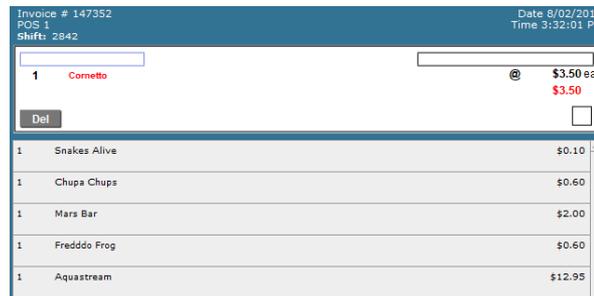
6. The item you have selected will move across to the Sale Item box



7. If you are selling multiple items of the same product click the **Clr** button, then select the actual quantity being sold.



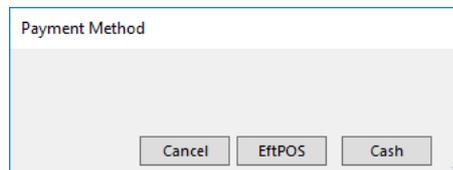
8. Repeat steps 4 through 7 until all products have been define for the sale.
9. As you enter additional items they will move further down the scree within the sale items area of the screen.



10. When all items have been defined, click the **END** button.



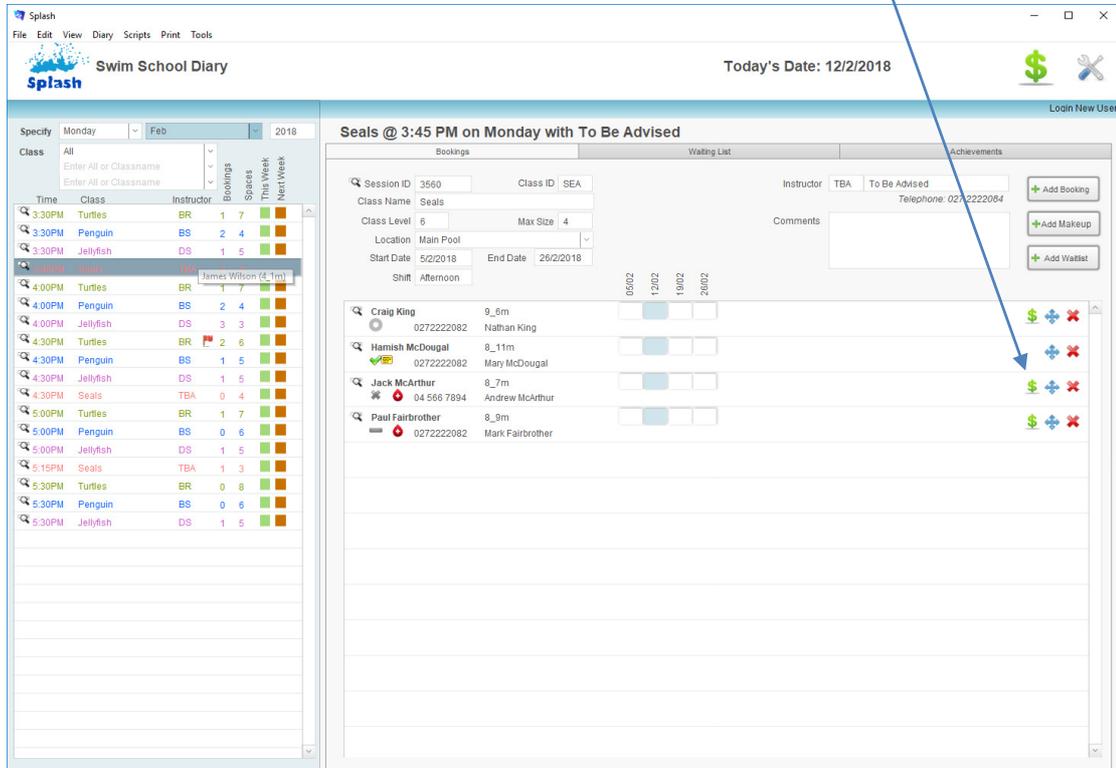
11. You will be asked to define the payment method for the selected sale. Choose EftPOS or Cash to complete the sale and return to the POS screen. Click Cancel to export the dialog box without completing the sale.



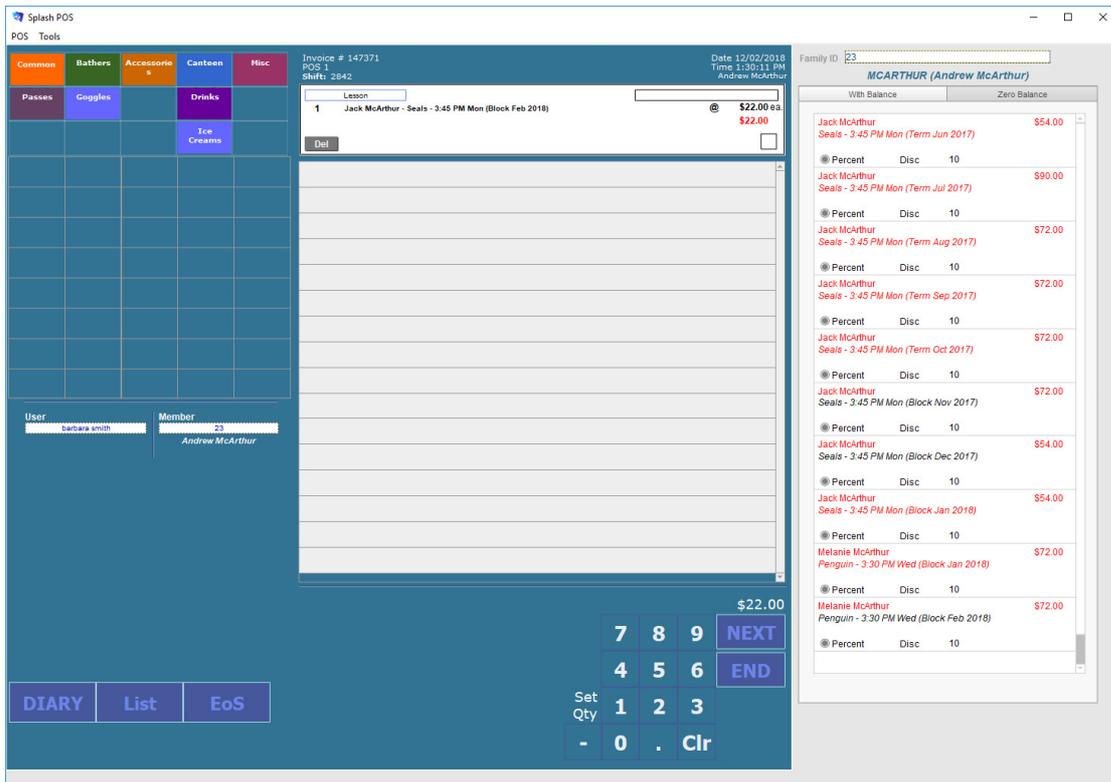
Entering a Quick Sale for a Booking

Clicking the green dollar symbol displayed within the booking line triggers a quick sale for the selected booking. After selecting the dollar sign a sale will be created, the family will be selected and the selected booking information will be added to the sale.

1. Ensure the Diary is displayed on your screen.
2. Click the \$ displayed in the row for the booking you wish to pay.



3. The POS interface will be displayed on your screen.
4. The selected booking will be moved to the sale item portal and all bookings for the selected family will be displayed in the panel on the right of the screen.

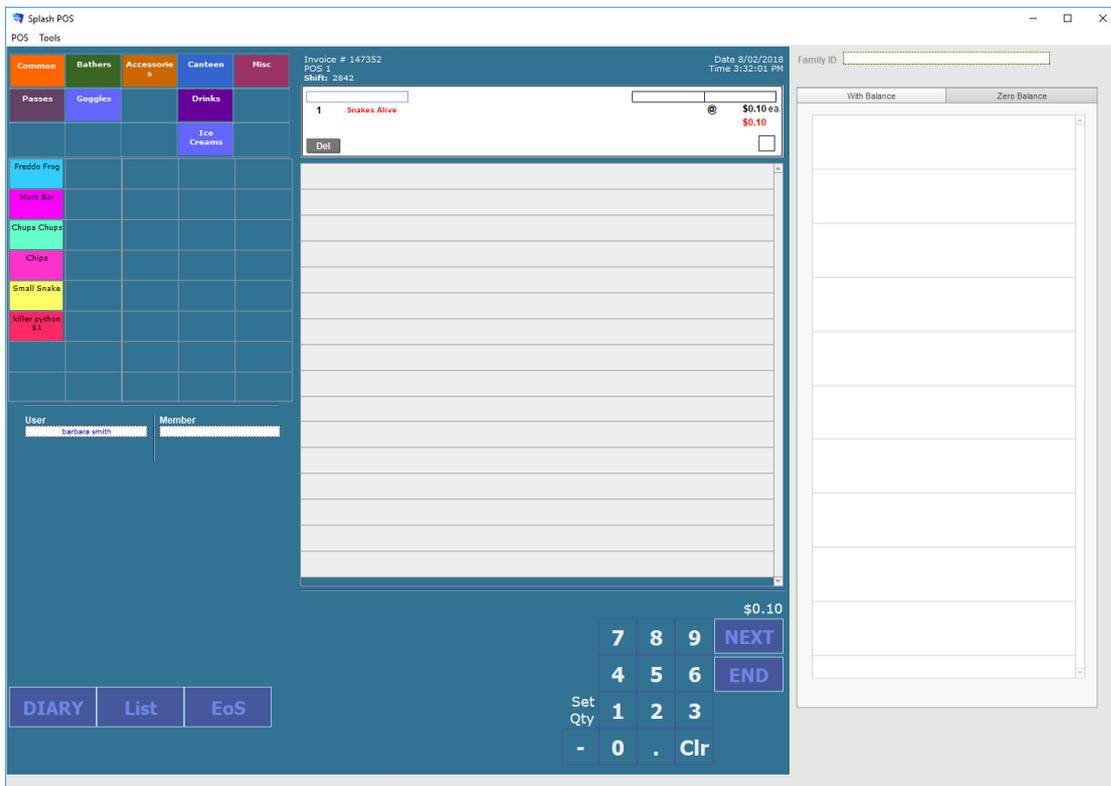


5. Select additional bookings or amend the payment amount of the existing item.
6. When all items for the sale have been selected, click the END or NEXT button to complete the sale.



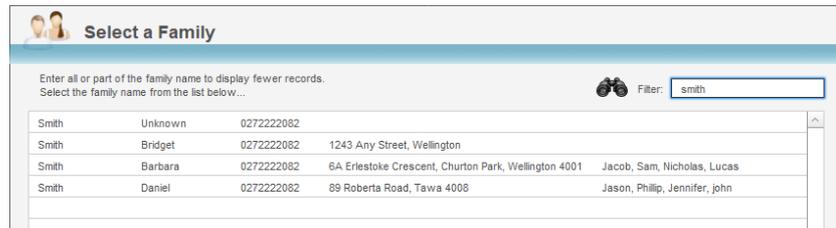
Defining Alternative Payment Methods

1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the window.

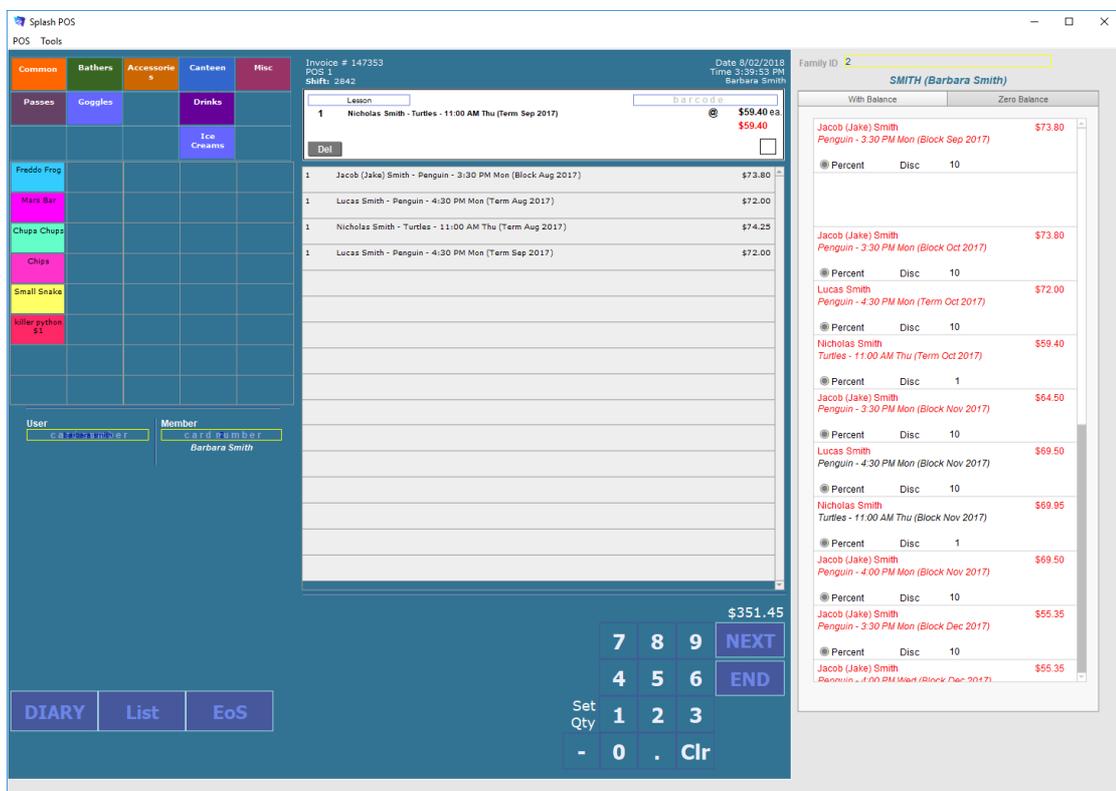


3. The POS interface will be displayed on your screen.

- Click once in the Family ID field on the right of the screen.
- The Select Family dialog will be displayed on your screen. Enter the family name (or part thereof) in the filter field. The content of the list will be revised as you type.

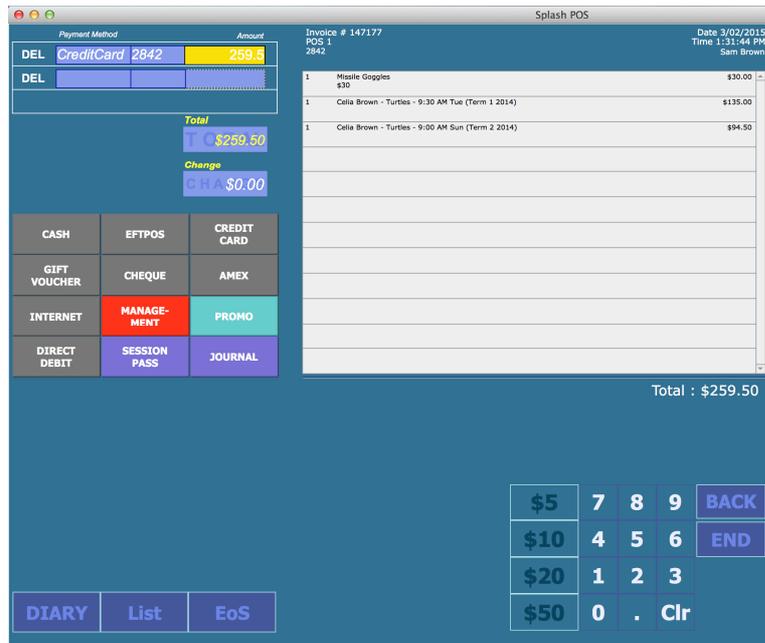


- When you have identified the correct family simply click anywhere within the required row.
- You will be returned to the POS screen, all existing bookings for the selected family will be displayed in the panel on the right of the screen. This area is displayed in two cards ; with balance and zero balance.



- Click once on the booking you wish to process a payment for. The booking details will be copied to the sale item area of the screen.
- Repeat step 8 until all bookings have been defined for the sale.
- When all bookings and products have been defined for the sale, click the **Next** button to define the method of payment.
- The End Sale dialog will be displayed on your screen.





12. Choose the payment method by clicking the appropriate payment buttons on the left of your screen.

CASH	EFTPOS	CREDIT CARD
GIFT VOUCHER	CHEQUE	AMEX
INTERNET	MANAGEMENT	PROMO
DIRECT DEBIT	SESSION PASS	JOURNAL

13. Payments may be split across multiple payment types. Simply select the required method of payment and update the amount being paid for each selection.

DEL	CreditCard 2842	\$200.00
DEL	Cash 2842	151.45
DEL		

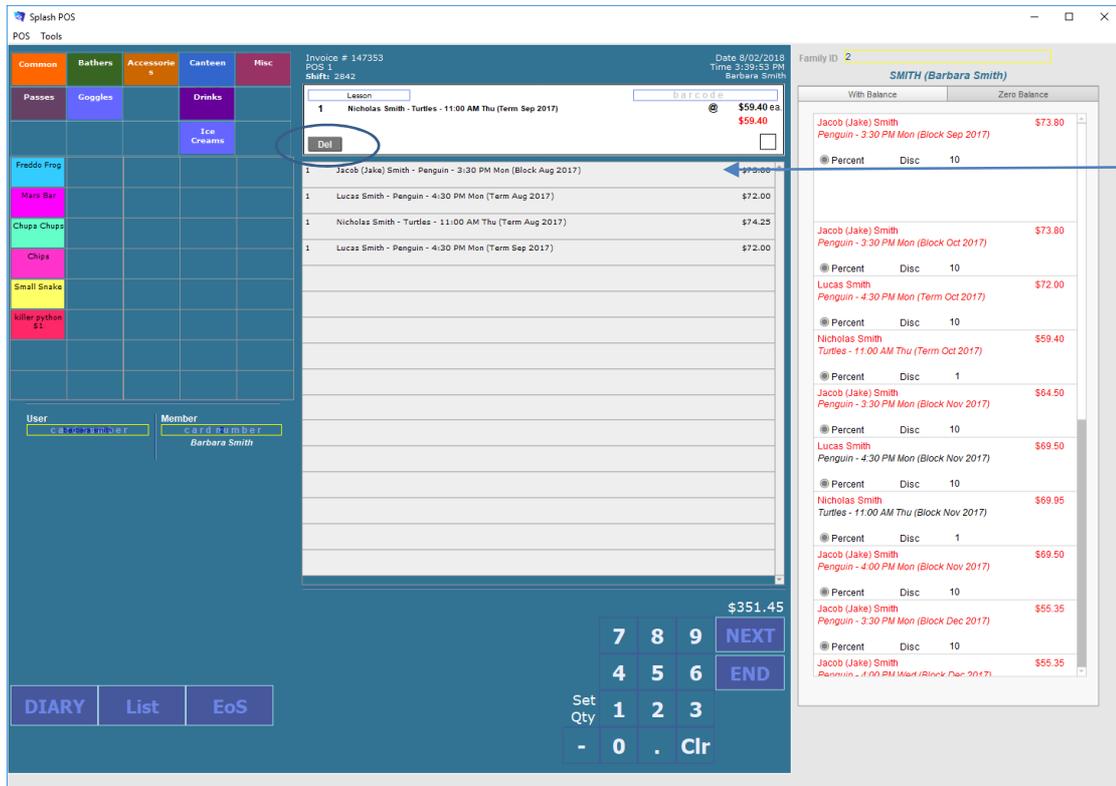


14. To complete the sale, click the **End** button.

15. Complete the sale by clicking the **End** or **Next** button.

Removing an Item from the Sale

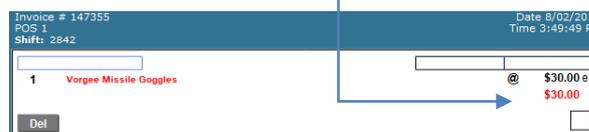
An item may be deleted from the sale while it is displayed at the top of the sale item screen. If the item you wish to remove is not displayed at the top of the list, simply click on it to return it to the top. An item cannot be removed from the sale after the sale has been completed.

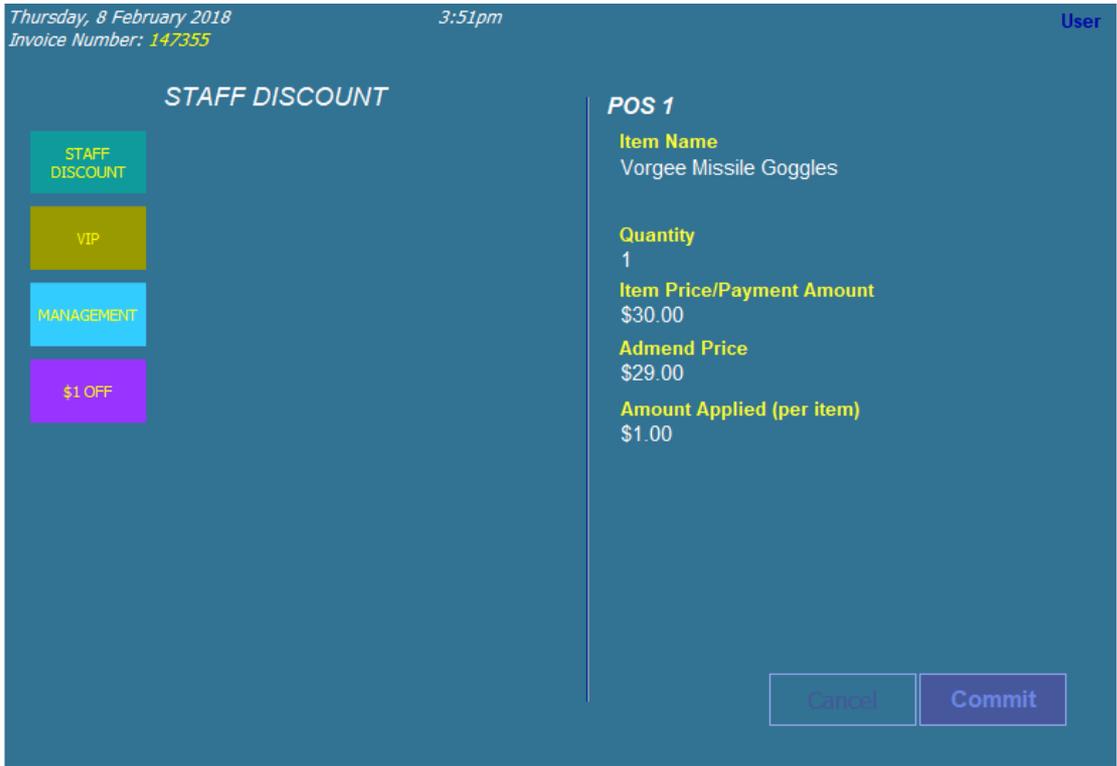


1. Ensure the item you wish to remove is displayed in the sale item area at the top of the screen.
2. If the item is not displayed at the top of the list, simply click the required item.
3. Click the **Del** button
4. Complete your sale by clicking the End or Next button.

Discounting a Sale Item

1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the screen.
3. The POS interface will be displayed on your screen.
4. Select the product you wish to sell.
5. A discount can be applied to an item while it is displayed at the top of the sale item list.
6. Click the Discount box at the right of the sale item screen to display the Staff Discount screen.





7. Either click an existing discount button or enter the amended price on the right of the screen.
8. Click Commit to return to your sale screen.
9. A cross will be displayed in the discount box when an item has been discounted.



10. Complete your sale by clicking the **End** or **Next** button.

NB: A history of all discounts is recorded in the Discounts area of Splash POS.

Applying a Part Payment to a Booking

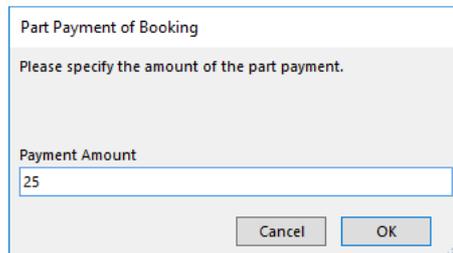
Part payments are only available for bookings. Products must be paid in full at the time of purchase.



1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the screen.
3. The POS interface will be displayed on your screen.
4. Select the booking you wish to process a payment for.
5. A part payment can only be defined while the booking appears in the sale item area at the top of the list.
6. Click the unit price written in black.



7. The Part Payment of Booking dialog will be displayed on your screen.
8. Enter the amount of the payment you would like to apply and click OK.



9. The booking will be displayed with a revised unit price..



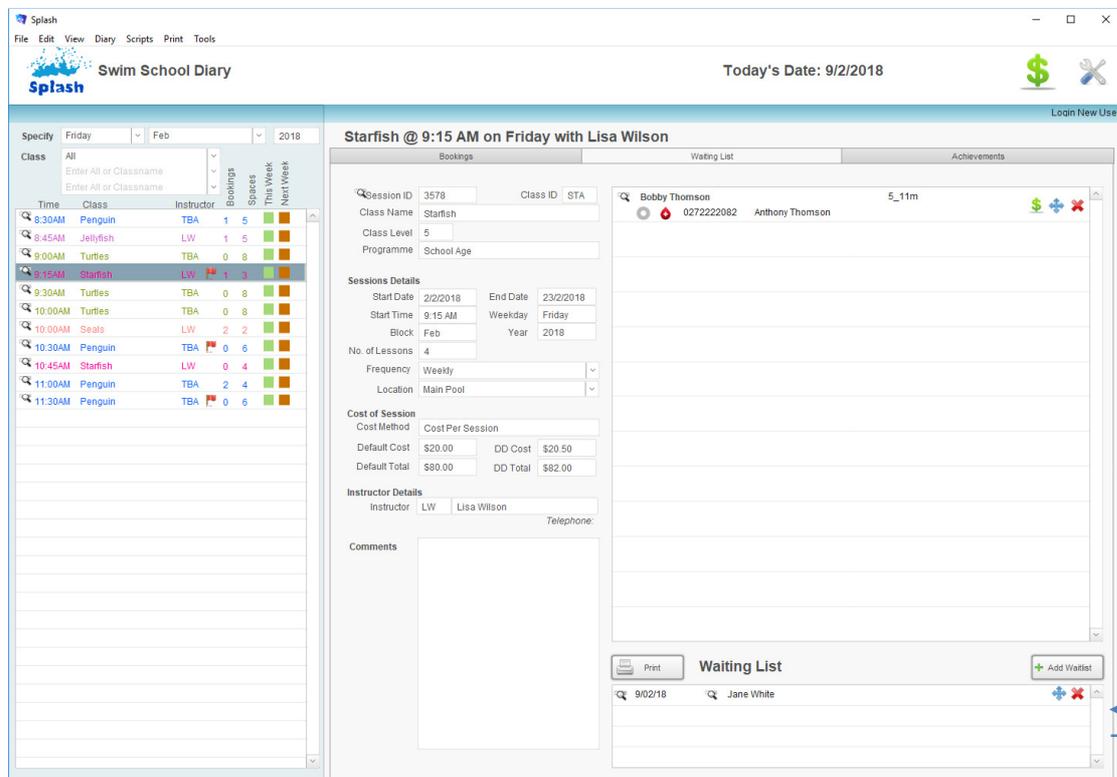
10. Repeat steps 4 through 9 until all relevant bookings have been selected.
11. Complete your sale by clicking the **End** or **Next** button.

NB: The above command does not reduce the price of the initial booking, it simply applies a part payment to the outstanding balance.

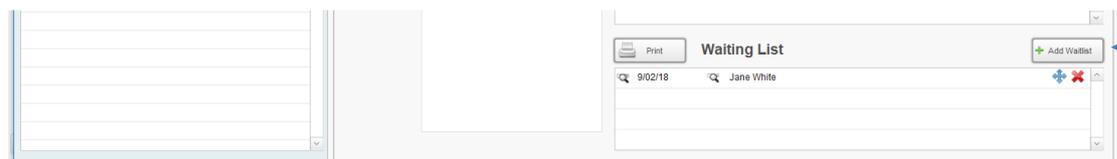
Managing the Waiting List

Adding a Student to a Waiting List

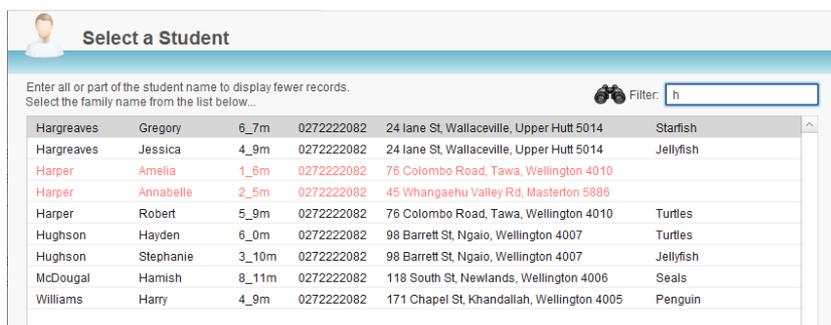
1. Select the required Day, Block and Year at the top of the diary screen.
2. Use the list on the left of your screen to select the session you wish to update.
3. Click the **Waiting List** tabcard. All students wait listed for the selected session will be displayed on the lower right corner of your screen.



4. Add a new student to the waiting list by clicking the **Add Waitlist** button.



5. The Select a Student dialog will be displayed on your screen. Your cursor will be flashing in the Filter field.
6. Begin typing either the first name or the surname of the swimmer you wish to waitlist. The list will be revised as you type.
7. Click once on the line containing the name of the student you wish to add to the waiting list.



8. The **Enter New Wait List** dialog will be displayed on your screen.

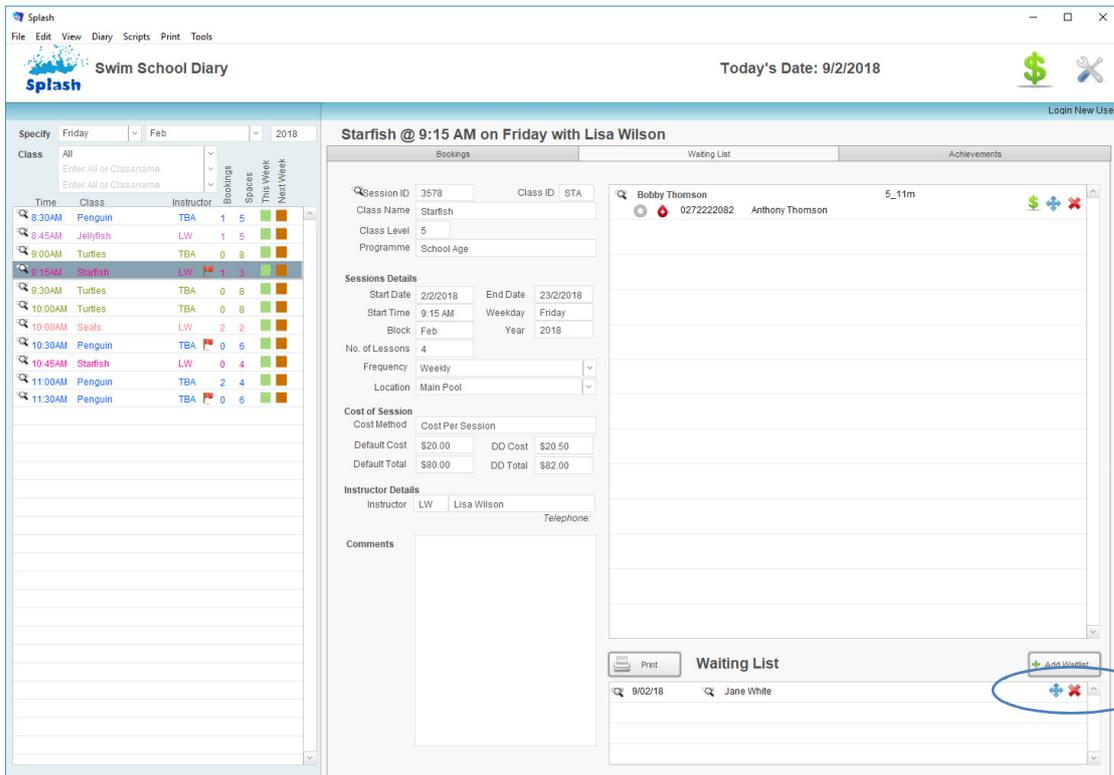
9. Enter any additional comments and click the **Done** button to return to the diary.

Transferring a Student from the Waiting List to the Session

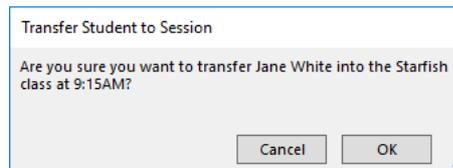
1. Select the required Day, Block and Year at the top of the diary screen.
2. Select the session containing the waitlist by clicking on the waiting list icon in the left panel on your screen.

Time	Class	Instructor	Bookings	Spaces	This Week	Next Week
8:30AM	Penguin	TBA	1	5	Green	Orange
8:45AM	Jellyfish	LW	1	5	Green	Orange
9:00AM	Turtles	TBA	0	8	Green	Orange
9:15AM	Starfish	LW	1	3	Green	Orange
9:30AM	Turtles	TBA	0	8	Green	Orange
10:00AM	Turtles	TBA	0	8	Green	Orange
10:00AM	Seals	LW	2	2	Green	Orange
10:30AM	Penguin	TBA	0	6	Green	Orange
10:45AM	Starfish	LW	0	4	Green	Orange
11:00AM	Penguin	TBA	2	4	Green	Orange
11:30AM	Penguin	TBA	0	6	Green	Orange

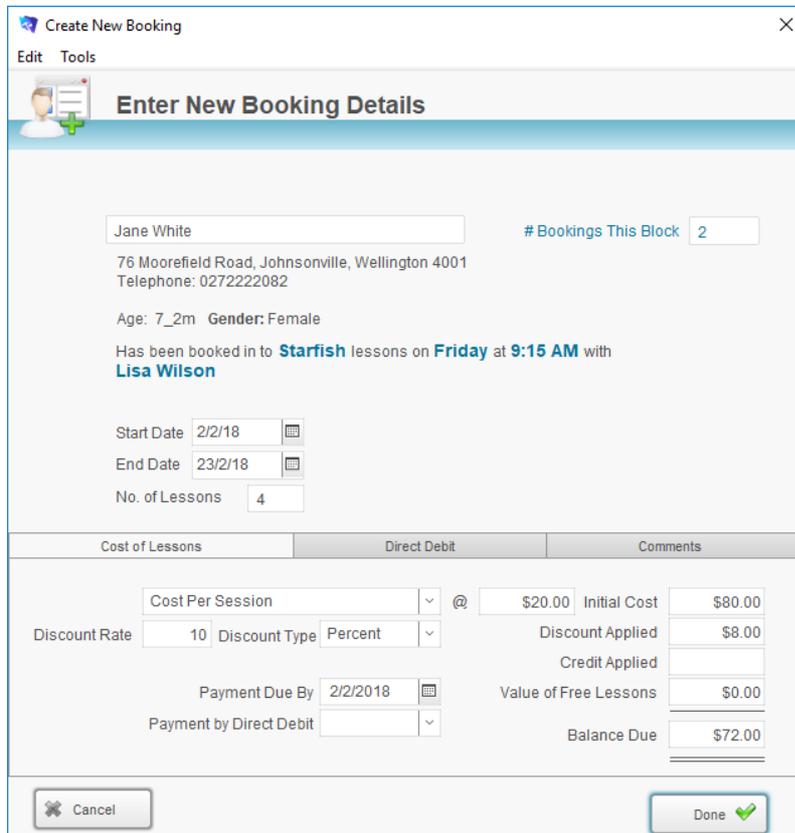
3. You will be taken to the waitlist screen. All students wait listed for the selected session will be displayed on the lower right corner of your screen.
4. Click the four directional arrow to the right of the student name in the wait list.



5. A message will be displayed asking if you wish to transfer the student from the waiting list into the selected session.



6. Click **OK** to continue.



7. The **Enter New Booking** dialog box will be displayed on your screen.
8. Update the booking details to include the correct start date, number of sessions and cost.
9. Click **Done** to continue and return to the diary.

Removing a Student from the Waiting List

1. Ensure the Swim School Diary is displayed on your screen.
2. Select the required Day, Block and Year at the top of the diary screen.
3. Use the list on the left of your screen to select the session you wish to update.

Time	Class	Instructor	Bookings	Spaces	This Week	Next Week
8:30AM	Penguin	TBA	1	5	Green	Orange
8:45AM	Jellyfish	LW	1	5	Green	Orange
9:00AM	Turtles	TBA	0	8	Green	Orange
9:15AM	Starfish	LW	1	3	Green	Orange
9:30AM	Turtles	TBA	0	8	Green	Orange
10:00AM	Turtles	TBA	0	8	Green	Orange
10:00AM	Seals	LW	2	2	Green	Orange
10:30AM	Penguin	TBA	0	6	Green	Orange
10:45AM	Starfish	LW	0	4	Green	Orange
11:00AM	Penguin	TBA	2	4	Green	Orange
11:30AM	Penguin	TBA	0	6	Green	Orange

4. Click the **Waiting List** tabcard or the red flag in the left panel for the required session. All students wait listed for the selected session will be displayed on the lower right corner of your screen.
5. Click the **Delete** button to the right of the student name in the waiting list.

Waiting List		Print	Add Waitlist
9/02/18	Gregory Hargreaves		

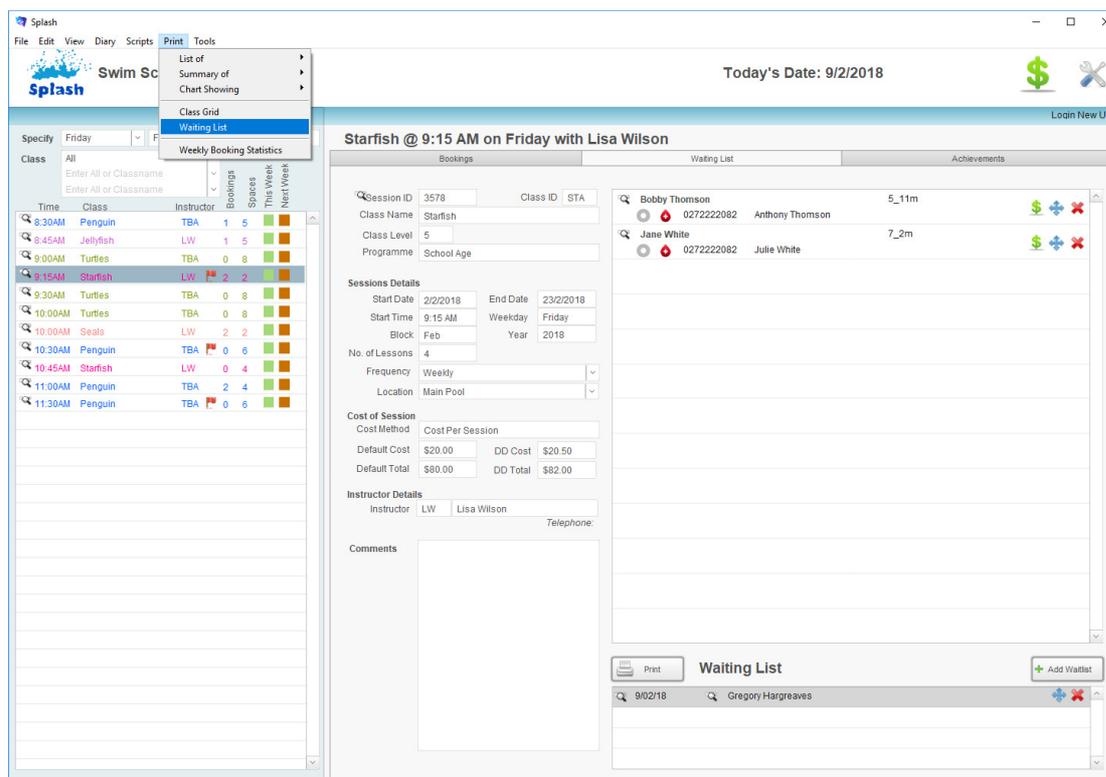
6. A message will be displayed asking if you wish to remove the student from the waiting list. Click **OK** to delete the waitlist entry or **Cancel** to close the dialog without making a change.

Delete Waitlist Record

Are you sure you want to remove the waitlist record for Gregory Hargreaves?

Printing the Waiting List

1. Ensure the Swim School Diary is displayed on your screen.
2. Select **Waiting List** from the Print menu.



3. The Locate Waiting List Records dialog will be displayed on your screen. Enter the Block and Year for the waitlist records you wish to display and click OK.

Locate Waiting List Records

Please specify the term and year.

Block

Year

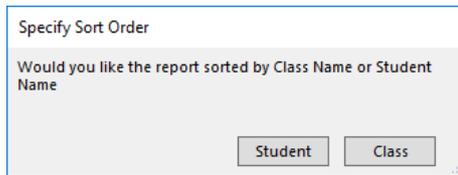
4. The second Locate Waiting List Records dialog will be displayed on your screen. Enter the Classname and/or student name if you wish to print a specific list, otherwise **leave blank for all waitlist records** in the selected Block and Year and click OK.

Locate Waiting List Records

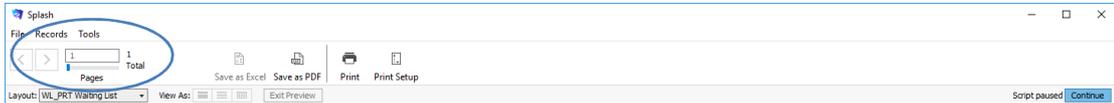
Please specify the class and/or student.

Classname

Student Name



- The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



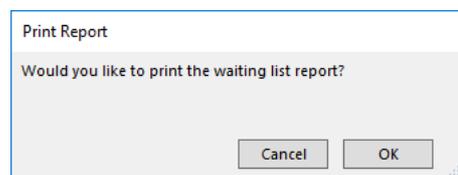
-

List of Waitlisted Students

Penguin					
peter jessop	04 478 3215	10:30 AM	Fri	TBA	9/2/18
stuart pearson	0272222082	11:30 AM	Fri	TBA	9/2/18
Barry Robinson	0272222082	3:30 PM	Wed	LW	9/2/18
brenda thomas	0272222082	3:30 PM	Wed	LW	9/2/18
Starfish					
Gregory Hargreaves	0272222082	9:15 AM	Fri	LW	9/2/18
Turtles					
Georgia Taylor	0272222082	10:00 AM	Wed	BR	9/2/18
Georgia Taylor	0272222082	10:30 AM	Wed	BR	9/2/18

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- The **Message** dialog will be displayed on your screen.

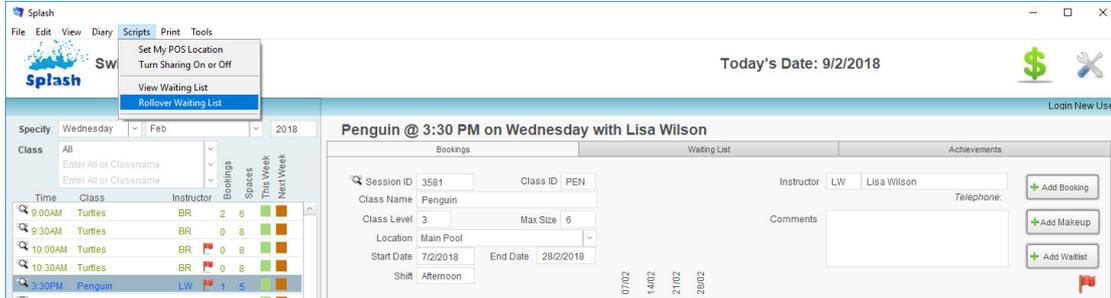


- Click **OK** to print the report or **Cancel** to return to your original screen without printing.

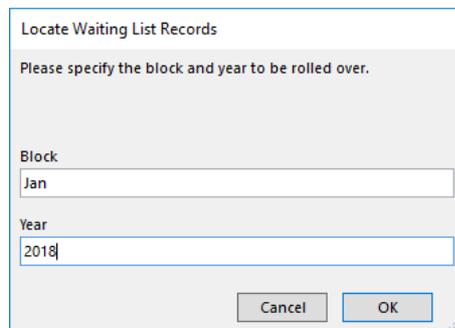
Transferring the Waiting List to the Next Block

At the end of each term you will create your schedule for the coming block. Splash provides the ability to automatically rollover both the sessions and the bookings to assist you with recreating the bookings. In addition to the rollover of bookings and you can also transfer your waiting list entries from one block to the next. This command is only successful after you have rolled over the session details.

1. Ensure the diary is displayed on your screen.



2. Select **Rollover Waiting List** from the Scripts menu.
3. The Locate Waiting List Records dialog will be displayed on your screen. Enter the name of the Block and Year for the records you wish to rollover.

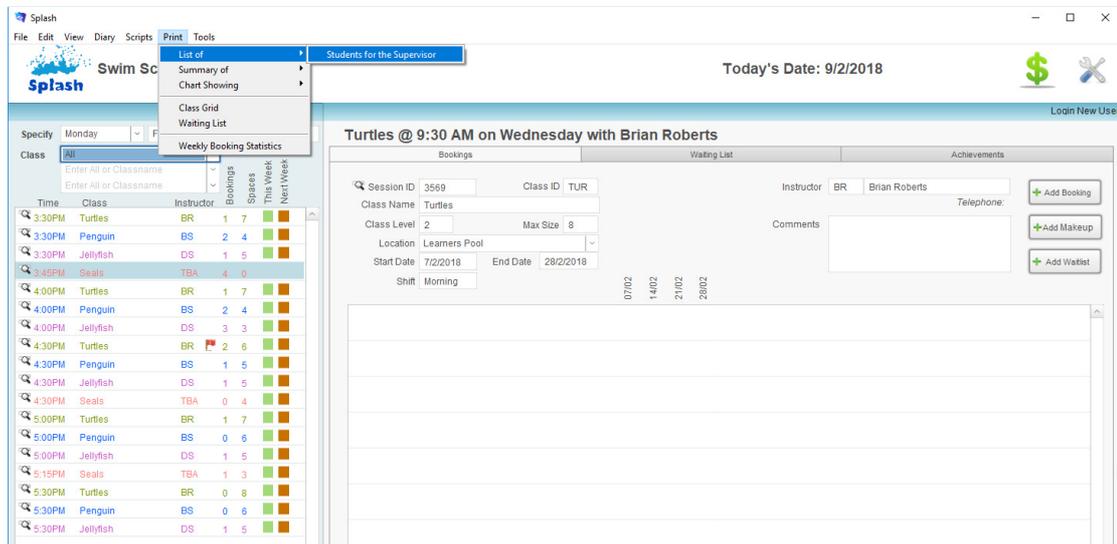
The dialog box is titled 'Locate Waiting List Records'. It contains the instruction 'Please specify the block and year to be rolled over.' Below this, there are two input fields: 'Block' with the text 'Jan' and 'Year' with the text '2018'. At the bottom of the dialog, there are 'Cancel' and 'OK' buttons.

4. The rollover will be performed, any flags displayed in the original block will now be displayed on the next block.

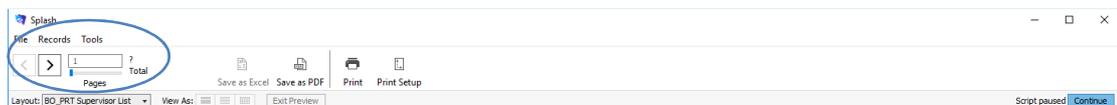
Printing Reports

Printing a List of Students for the Supervisor

1. Ensure the Swim School Diary is displayed on your screen.
2. Select the required Day, Block and Year at the top of the diary screen.
3. Select **List of ... Students for the Supervisor** from the Print menu.

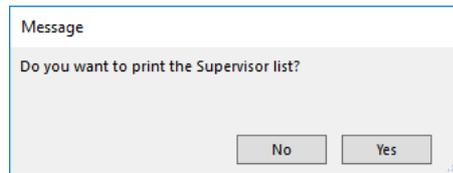


4. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



Attendance List										
Supervisor Listing for Monday										
3:30 PM - Turtles (Learners Pool) Brian Roberts (1 Students)										
	Brian Roberts			5/2	12/2	19/2	26/2			8 books
\$	Paula Schwass	5_1m	Robyn Schwass							11
3:30 PM - Jellyfish (Main Pool) David Smith (1 Students)										
	David Smith			5/2	12/2	19/2	26/2			8 books
	James Wilson	4_1m	Mary Wilson							2
3:30 PM - Penguin (Main Pool) Barbara Smith (2 Students)										
	Barbara Smith			5/2	12/2	19/2	26/2			8 books
	Georgia Taylor	5_10m	Martha Taylor							14
	Harry Williams	4_9m	Malcolm Willia							9
3:45 PM - Seals (Main Pool) To Be Advised (4 Students)										
	To Be Advised			5/2	12/2	19/2	26/2			8 books
	Craig King	9_6m	Nathan King							9
✓	Hamish McDougal	8_11m	Mary McDougal							9
✗	Jack McArthur	8_7m	Andrew McArthur							9
✗	Paul Fairbrother	8_9m	Mark Fairbroth							9

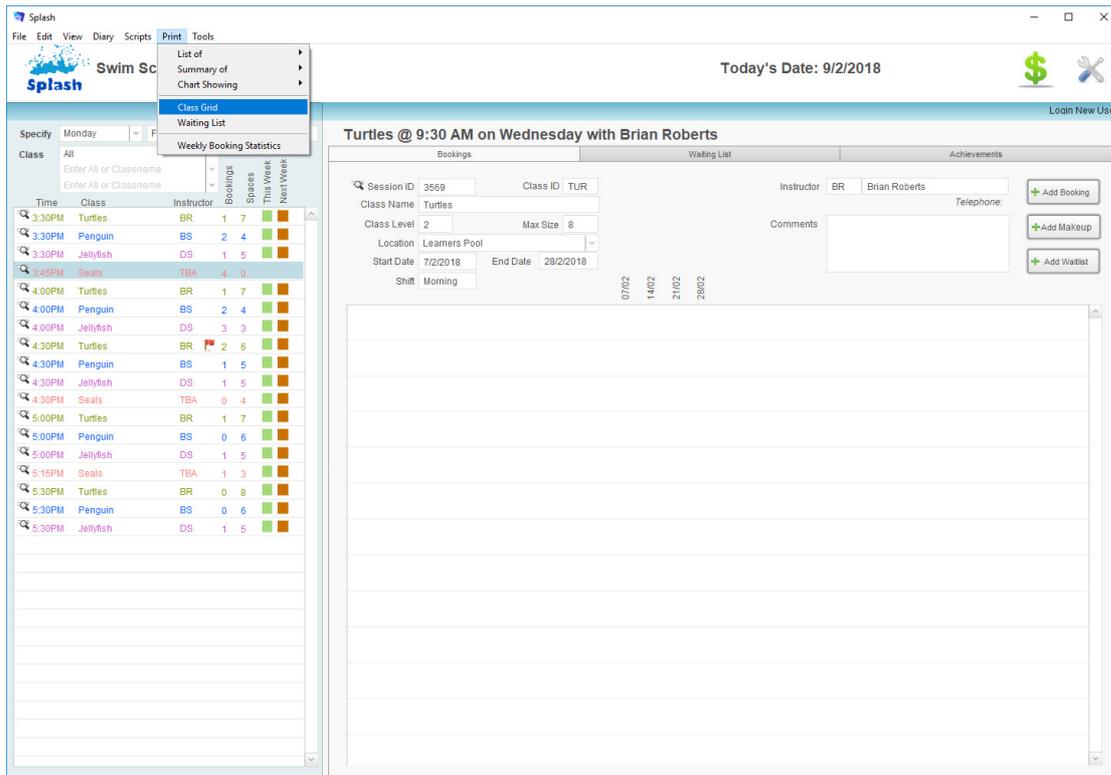
5. The **Message** dialog will be displayed on your screen.



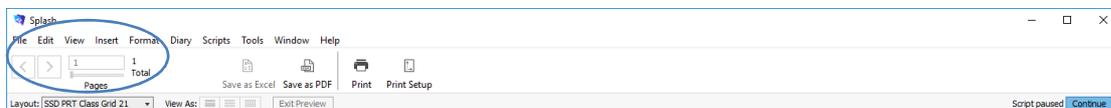
- Click **Yes** to print the report or **No** to return to your original screen without printing or emailing.

Printing the Class Grid

- Ensure the Swim School Diary is displayed on your screen.
- Select the required Day, Block and Year at the top of the diary screen.
- Select **Class Grid** from the Print menu.



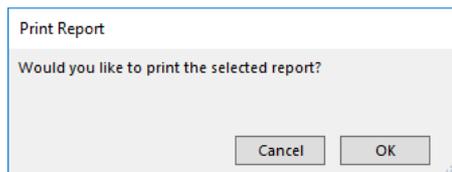
- The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



Monday Afternoon - Block Feb - 2018													
3:30pm Turtles Paula Schwass (5_1m)	1 7	3:30pm Jellyfish James Wilson (4_1m)	1 5	3:30pm Penguin Georgia Taylor (5_9m) Harry Williams (4_9m)	2 4	3:45pm Seals Craig King (9_6m) Hamish McDougal (8_11m) Jack McArthur (8_7m) Paul Fairbrother (8_8m)	4 0	4:00pm Turtles Billy Jones (5_8m)	1 7	4:00pm Jellyfish William Smith (7_11m) Simon Thomas (8_0m) Debra Patterson (8_5m)	3 3	4:00pm Penguin Phillip Smith (6_1m) Tony Zelish (5_2m)	2 4
BR	Learners Pool	DS	Main Pool	BS	Main Pool	TBA	Main Pool	BR	Learners Pool	DS	Main Pool	BS	Main Pool
4:30pm Turtles Joanne Jones (2_10m) Paula Schwass (5_1m) Jason Smith (6_5m) *	2 6	4:30pm Seals No Bookings	0 4	4:30pm Jellyfish Jamie Watkins (4_10m)	1 5	4:30pm Penguin Lucas Smith (5_7m)	1 5	5:00pm Turtles Peter Williamson (4_0m)	1 7	5:00pm Jellyfish Jamie Anderson (3_6m)	1 5	5:00pm Penguin No Bookings	0 6
BR	Learners Pool	TBA	Main Pool	DS	Main Pool	BS	Main Pool	BR	Learners Pool	DS	Main Pool	BS	Main Pool
5:15pm Seals Zac Zimmerman (10_1m)	1 3	5:30pm Turtles No Bookings	0 8	5:30pm Jellyfish Corey Morrison (4_2m)	1 5	5:30pm Penguin No Bookings	0 6						
TBA	Main Pool	BR	Learners Pool	DS	Main Pool	BS	Main Pool						

Printed 9/2/18 at 12:48 PM

5. The **Print Report** dialog will be displayed on your screen.

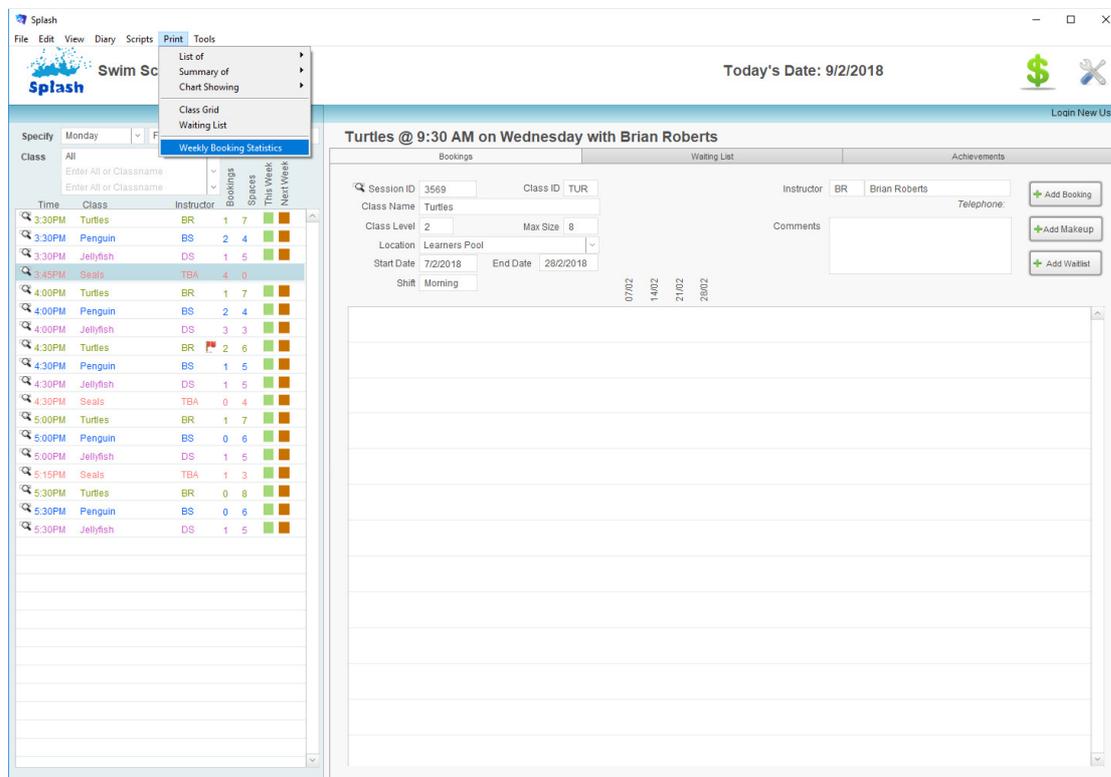


6. Click **OK** to print the report or **Cancel** to return to your original screen without printing.

Printing Weekly Booking Statistics

Weekly booking statistics are a series of six pre written reports. Simply enter a start and an end date and Splash will locate the relevant records and produce the following six reports.

1. Ensure the Swim School Diary is displayed on your screen.
2. Select **Weekly Booking Statistics** from the Print menu.



3. The Specify Start and End Dates for Reporting dialog will be displayed on your screen.
4. Enter the date range for reporting. Dates should be entered as dd/mm/yy. Splash will use this date range (including the two specified) to locate data for each report. Click OK.

Specify Start and End Dates for Reporting

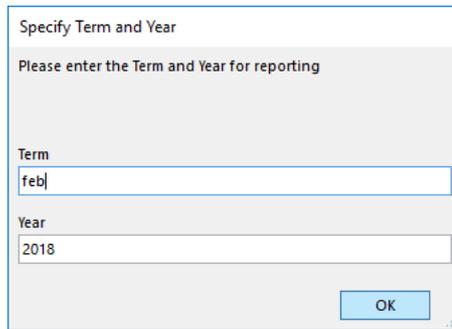
Please enter the start date and the end date for the week you wish to report.

Week Start
3/2/18

Week End
9/2/18

OK

5. The Specify Term and Year dialog will be displayed on your screen.
6. Enter the Term/Block and Year to be included in your reporting and click OK.



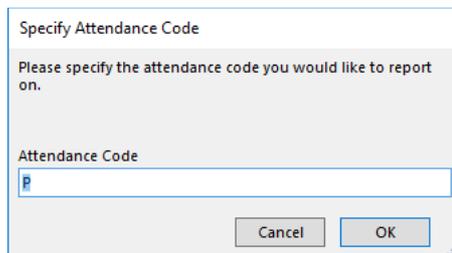
A dialog box titled "Specify Term and Year" with a light gray background. It contains the instruction "Please enter the Term and Year for reporting". Below this, there are two text input fields. The first is labeled "Term" and contains the text "febl". The second is labeled "Year" and contains the text "2018". At the bottom right of the dialog box is a blue "OK" button.

7. Splash will now locate the relevant records for reporting. The following six reports will be displayed on your screen.

Report 1 – Summary of Attendance

This report displays the total number of swimmers with a specified attendance code who were active at the time specified for your report.

9. The Specify Attendance Code dialog will be displayed on your screen.
10. Enter the attendance code you wish to have counted.



A dialog box titled "Specify Attendance Code" with a light gray background. It contains the instruction "Please specify the attendance code you would like to report on.". Below this, there is a text input field labeled "Attendance Code" which contains the letter "P". At the bottom of the dialog box are two buttons: "Cancel" and "OK".

10. In the example below P has been used to define a student as present for a lesson. The summary report shows a count of how many P's were entered for each date.
11. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

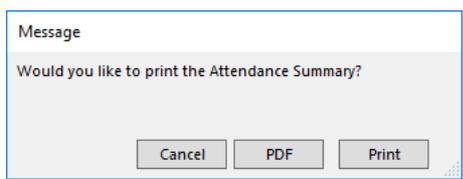
Summary of Attendance
Attendance Code : P

Block Feb - 2018

	5/02	12/02	19/02	26/02										
Monday	22	0	0	0	0	0	0	0	0	0	0	0	0	0
Jellyfish		0	0	0	0	0	0	0	0	0	0	0	0	0
Penguin		0	0	0	0	0	0	0	0	0	0	0	0	0
Seals		0	0	0	0	0	0	0	0	0	0	0	0	0
Turtles		0	0	0	0	0	0	0	0	0	0	0	0	0
Tuesday	8	0	0	0	0	0	0	0	0	0	0	0	0	0
Jellyfish		0	0	0	0	0	0	0	0	0	0	0	0	0
Starfish		0	0	0	0	0	0	0	0	0	0	0	0	0
Wednesday	9	0	0	0	0	0	0	0	0	0	0	0	0	0
Penguin		0	0	0	0	0	0	0	0	0	0	0	0	0
Turtles		0	0	0	0	0	0	0	0	0	0	0	0	0
Thursday	14	0	0	0	0	0	0	0	0	0	0	0	0	0
Shrimps		0	0	0	0	0	0	0	0	0	0	0	0	0
Turtles		0	0	0	0	0	0	0	0	0	0	0	0	0
Friday	7	0	0	0	0	0	0	0	0	0	0	0	0	0
Jellyfish		0	0	0	0	0	0	0	0	0	0	0	0	0
Penguin		0	0	0	0	0	0	0	0	0	0	0	0	0
Seals		0	0	0	0	0	0	0	0	0	0	0	0	0
Starfish		0	0	0	0	0	0	0	0	0	0	0	0	0

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12. The **Print Report** dialog will be displayed on your screen.



13. Click **Print** to print the report, PDF to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

Report 2 – Summary of Bookings

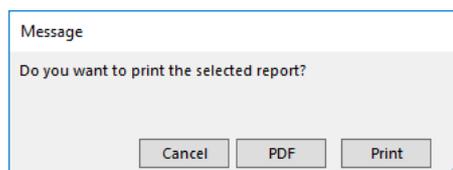
This report displays a count of the number of bookings, exits and catchups which

14. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

Summary of Bookings			
Summary by Weekday			
	Number of Bookings	Number of Exits	Number of Catchups
Term: Feb 2018	66	0	0
Monday	22	0	0
<i>Jellyfish</i>	7	0	0
<i>Penguin</i>	5	0	0
<i>Seals</i>	5	0	0
<i>Turtles</i>	5	0	0
Tuesday	8	0	0
<i>Jellyfish</i>	4	0	0
<i>Starfish</i>	4	0	0
Wednesday	9	0	0
<i>Penguin</i>	7	0	0
<i>Turtles</i>	2	0	0
Thursday	14	0	0
<i>Shrimps</i>	6	0	0
<i>Turtles</i>	8	0	0
Friday	7	0	0
<i>Jellyfish</i>	1	0	0
<i>Penguin</i>	3	0	0
<i>Seals</i>	2	0	0
<i>Starfish</i>	1	0	0
Sunday	6	0	0
<i>Dolphins</i>	1	0	0
<i>Penguin</i>	5	0	0
Total Reported	66	0	0

9/2/2018 : 12:53:32 PM Page

15. The **Message** dialog will be displayed on your screen.

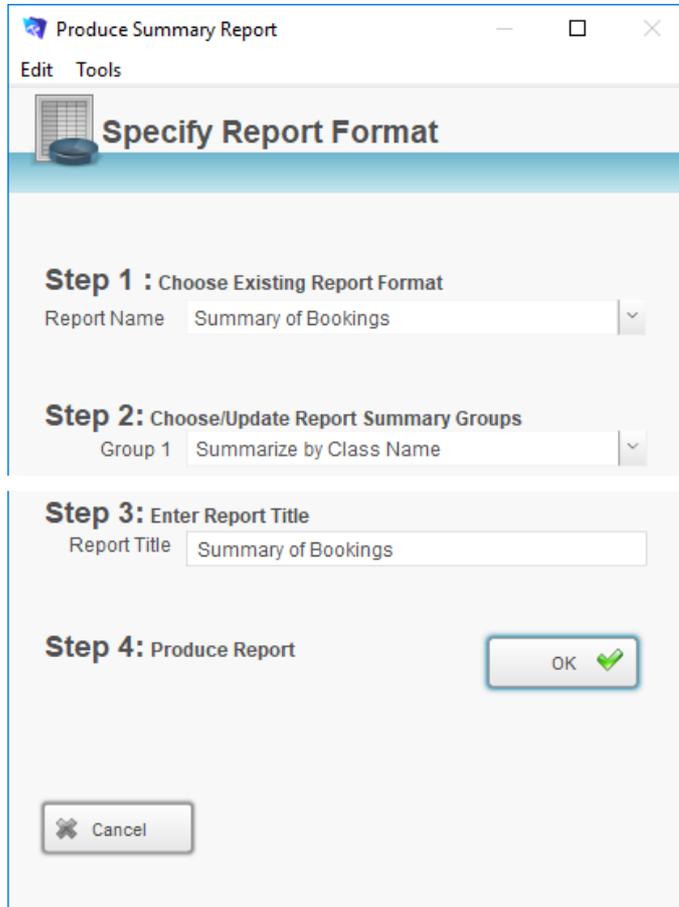


16. Click **Print** to print the report, **PDF** to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

Report 3 – Chart Showing Summary of Bookings

This report shows the same information as displayed in report 2, however it is represented as a chart.

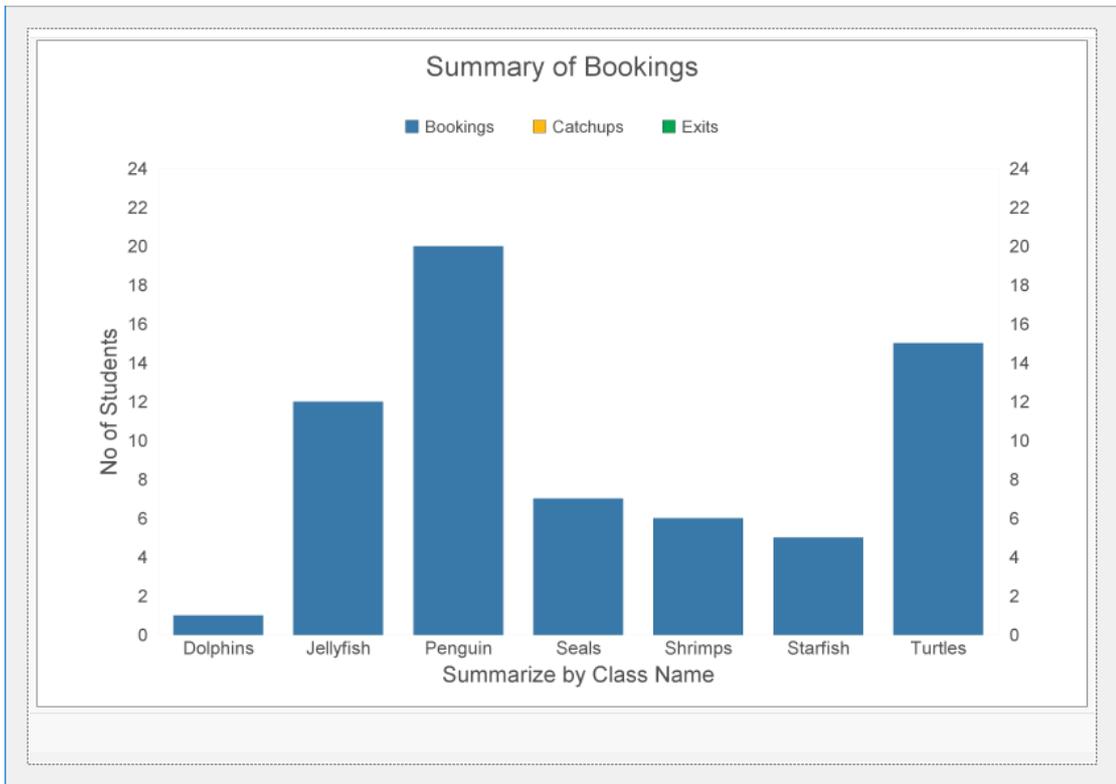
16. The Produce Summary Report dialog will be displayed on your screen.
17. You may elect to leave this dialog exactly as displayed and simply click the OK button. OR you may change the format of the report by amending the selections at Step 1 and Step 2.



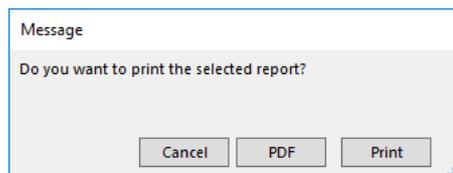
The screenshot shows a window titled "Produce Summary Report" with a menu bar containing "Edit" and "Tools". The main area is titled "Specify Report Format" and is divided into four steps:

- Step 1: Choose Existing Report Format**
Report Name: Summary of Bookings
- Step 2: Choose/Update Report Summary Groups**
Group 1: Summarize by Class Name
- Step 3: Enter Report Title**
Report Title: Summary of Bookings
- Step 4: Produce Report**
Buttons: OK (with a green checkmark icon) and Cancel (with a red X icon).

18. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



19. The **Print Report** dialog will be displayed on your screen.



20. Click **Print** to print the report, **PDF** to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

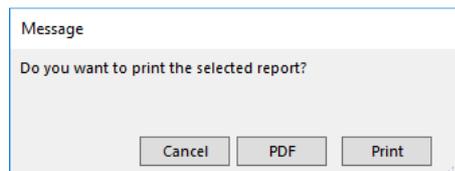
Report 4 – List of Outstanding Balances

This report displays a list of all outstanding accounts for the selected block and year.

21. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

Bookings - Current Balance of Booking		
Balance as at 9/2/2018		
		Balance
Anderson (David Anderson)	0272222082	\$126.00
<i>Jamie : Jellyfish 5:00 PM Mon block Feb 2018 (\$72.00)</i>		
<i>Sally : Shrimps 10:00 AM Thu block Feb 2018 (\$54.00)</i>		
Aplin (Sylvia Aplin)	0272222082	\$72.00
<i>Peter : Penguin 5:00 PM Wed block Feb 2018 (\$72.00)</i>		
Apollo (Martha Apollo)	0272222082	\$108.00
<i>Anthony : Turtles 11:00 AM Thu block Feb 2018 (\$54.00)</i>		
<i>Peter : Shrimps 10:00 AM Thu block Feb 2018 (\$54.00)</i>		
Brown (Sam Brown)	0272222082	\$72.00
<i>Amanda : Penguin 3:30 PM Sun block Feb 2018 (\$72.00)</i>		
Buchanan (Debbie Buchanan)	0272222082	\$144.00
<i>Frederick : Penguin 5:30 PM Sun block Feb 2018 (\$72.00)</i>		
<i>Gareth : Jellyfish 4:00 PM Tue block Feb 2018 (\$72.00)</i>		
Fairbrother (Mark Fairbrother)	0272222082	\$72.00
<i>Jonathan : Jellyfish 3:30 PM Tue block Feb 2018 (\$72.00)</i>		
Hargreaves (Susan Hargreaves)	0272222082	\$160.00
<i>Gregory : Starfish 5:00 PM Tue block Feb 2018 (\$80.00)</i>		
<i>Jessica : Jellyfish 4:30 PM Tue block Feb 2018 (\$80.00)</i>		
Harper (Edith Harper)	0272222082	\$60.00
<i>Robert : Turtles 10:00 AM Thu block Feb 2018 (\$60.00)</i>		
Hughson (Ngairé Hughson)	0272222082	\$126.00
<i>Hayden : Turtles 9:00 AM Wed block Feb 2018 (\$54.00)</i>		
<i>Stephanie : Jellyfish 8:45 AM Fri block Feb 2018 (\$72.00)</i>		
jessop (Tony Jessop)	04 478 3215	\$136.00
<i>peter : Penguin 5:00 PM Sun block Feb 2018 (\$82.00)</i>		
<i>William : Turtles 10:30 AM Thu block Feb 2018 (\$54.00)</i>		
Jones (David Jones)	0272222082	\$320.80
<i>Billy : Turtles 4:00 PM Mon block Feb 2018 (\$54.00)</i>		
<i>Joanne : Turtles 11:00 AM Thu block Feb 2018 (\$54.00)</i>		
<i>Joanne : Turtles 4:30 PM Mon block Feb 2018 (\$54.00)</i>		
<i>sam : Dolphins 6:00 PM Sun block Feb 2018 (\$80.00)</i>		
<i>william : Jellyfish 4:00 PM Mon block Feb 2018 (\$78.80)</i>		
Kimble (Amanda Kimble)	0272222082	\$72.00
<i>Janet : Starfish 5:00 PM Tue block Feb 2018 (\$72.00)</i>		
King (Nathan King)	0272222082	\$144.00
<i>Craig : Seals 3:45 PM Mon block Feb 2018 (\$72.00)</i>		
<i>David : Penguin 11:00 AM Fri block Feb 2018 (\$72.00)</i>		
9/2/2018 : 12:58:36 PM		Page 1

22. The **Print Report** dialog will be displayed on your screen.



23. Click **Print** to print the report, **PDF** to save the report as a PDF or **Cancel** to return to your original screen without printing or saving..

Report 5 – Summary of New Bookings

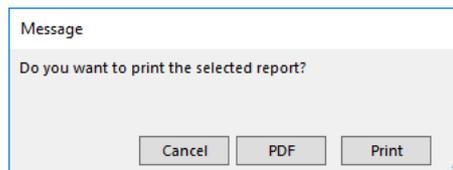
This report shows a summary of new bookings that have been received in the date range specified.

24. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



Summary of Bookings			
Summary of New Bookings			
	Number of Bookings	Number of Exits	Number of Catchups
Term: Feb 2018	1	0	0
Friday	1	0	0
Starfish	1	0	0
Total Reported	1	0	0

25. The **Print Report** dialog will be displayed on your screen.



26. Click **Print** to print the report, **PDF** to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

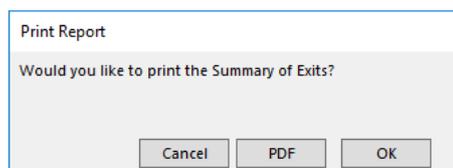
Report 6– Summary of Exits

This report shows a summary of any bookings that have been terminated within the specified timeframe.

27. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

Summary of Bookings			
Summary of Exits			
	Number of Bookings	Number of Exits	Number of Catchups
Financial	1	1	0
Other Commitments	1	1	0
Total Reported	2	2	0

28. The **Print Report** dialog will be displayed on your screen.

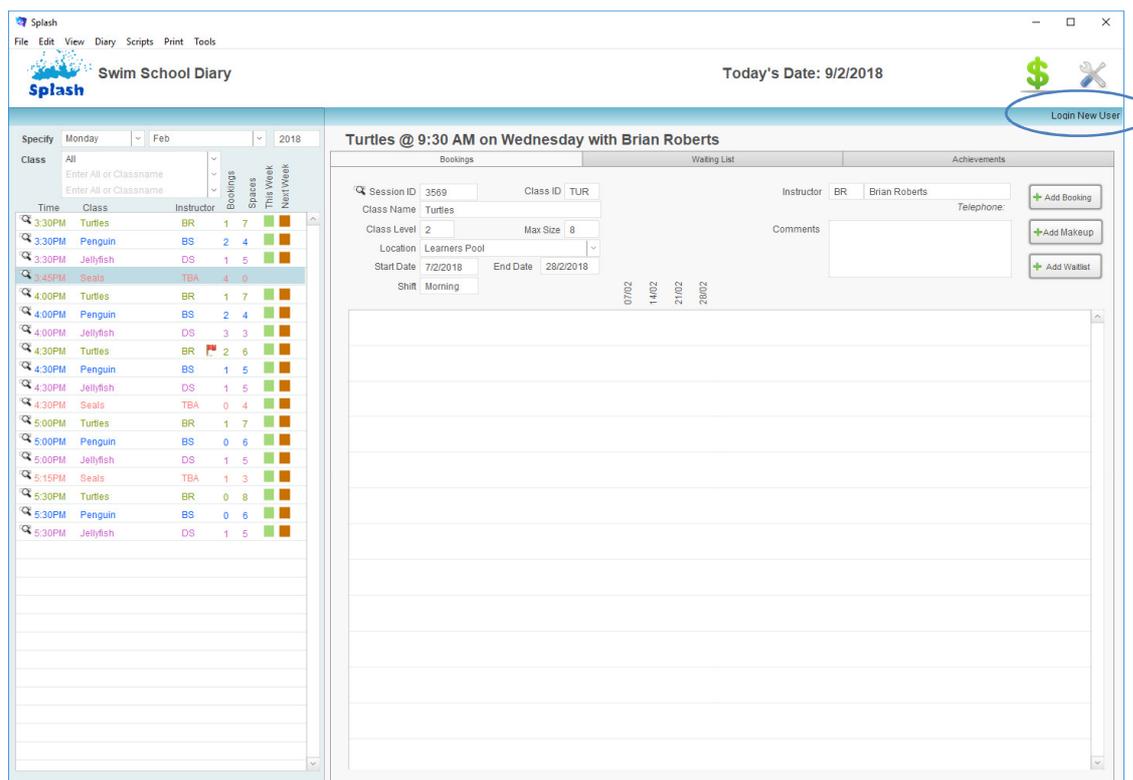


29. Click **Print** to print the report, **PDF** to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

Logging in as a New User

Each user account contains a personalised set of access privileges. At times you may not have the level of access needed to perform a selected function. If this occurs you can get another user to login using an alternative account. You do NOT need to exit the Splash program in order to switch user accounts.

1. Ensure the Swim School Diary is displayed on your screen.
2. Click once on the **Login New User** button displayed on the right of the blue stripe.
3. You will be asked to enter your username and password.
4. Enter the required details and click OK



Welcome to Splash

Username

Password

Cancel OK