

Splash V6

User Documentation - Diary

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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' window. On the left, there's a filter section with 'Weekday' set to 'Sunday', 'Block' set to '3', and 'Year' set to '2014'. Below this is a list of sessions for Sunday, including 'TURTLES', 'DOLPHINS', 'SEALS', and 'SHARKS' at various times. The main area displays details for the 'Turtles @ 9:30 AM on Sunday with Brian Thomson' session. It includes fields for Session ID (7466), Class ID (tur), Instructor (BT Brian Thomson), Class Name (Turtles), Class Level (1), Max Size (8), Location (Learners Pool), Start Date (13/7/2014), End Date (2/10/2014), and Shift (Morning). A table below shows bookings for this session, with columns for time slots (13:07 to 28:09) and rows for individual students like Craig King and Sally Anderson.

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' window. It displays a weekly overview of swim sessions from Monday to Sunday. The grid is organized by time slots (9:00 AM, 9:30 AM, 10:00 AM, 10:30 AM) and days of the week. Each cell in the grid shows the class name, instructor, and the number of bookings. A tooltip is visible over the 'Dolphins with Brian Thomson' session on Thursday, listing the names of the students booked: Sam Smith (7.6m), Kaitie O'Donnell (13.7m), Jack McArthur (11.8m), and Tracey O'Donnell (11.4m).

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 displays the 'Swim School Diary - Daily Grid' interface. The top bar shows the date '2 February 2015' and a 'Login New User' button. The main area is a grid of sessions for Wednesday, 2nd February 2015. The grid is organized by time slots (9:00AM, 10:00AM, 1:30PM) and session types (Turtles, Dolphins, Seals, Main Pool). A 'Session Information' popup is open, showing details for the 'Seals at 11:00 AM on Wednesday with Barbara Smith' session. The popup includes a table with columns for Student, Attendance, Achievements, and Waitlist.

Student	Attendance	Achievements	Waitlist
Cellia Brown	13_5m	04 564 3212	Sam Brown
Mary Brown	4_8m	04 566 7865	Peter Brown
Nathan Solomon	1_7m	04 566 7865	Matthew Solomon
William Jessop	13_1m	04 478 3215	Tony Jessop

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.

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 Class(es) you wish to view (optional).

Login as a New User

View Preferences

Process Payment

Waitlist Flag

View Booking

Payment Status

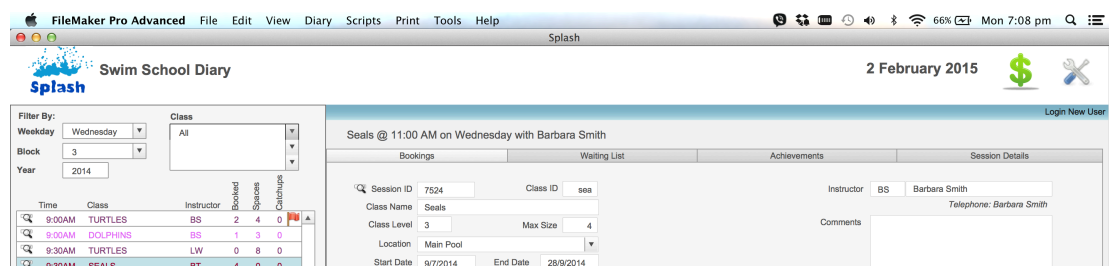
Record Attendance

Delete Booking

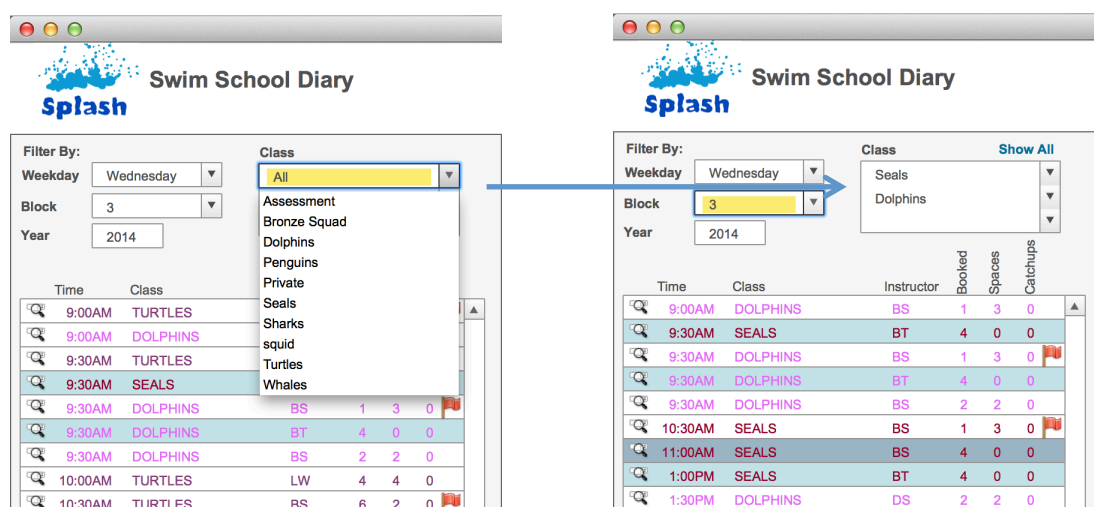
Filtering the Diary for Specific Classes

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 dependant upon your access privileges. The Edit Session checkbox must be selected 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' application. At the top, it displays the date '29 January 2015'. The left sidebar contains filters for 'Weekday' (Sunday), 'Block' (3), and 'Year' (2014). Below these is a list of classes with columns for Time, Class, Instructor, Booked, Spaces, and Catchups. The '9:30AM TURTLES' class is selected. The main panel on the right shows details for this session, including Session ID (7466), Class ID (tur), Instructor (BT Brian Thomson), and a list of booked students: Craig King, Sally Anderson, and Nathan King. At the bottom, there are buttons for 'Add Booking', 'Add Catchup', and 'Add Waitlist'.

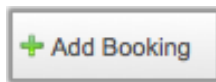
Entering a New Booking in the Diary

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.

This screenshot shows the 'Splash Swim School Diary' application with filters set to 'Wednesday', 'Block 3', and 'Year 2014'. The class list on the left shows '9:30AM DOLPHINS' selected. The main panel displays session details for 'Dolphins @ 9:30 AM on Wednesday with Brian Thomson', including Session ID (7466), Class ID (dol), Instructor (BT Brian Thomson), and a list of booked students: Craig King, Sally Anderson, and Nathan King. Buttons for 'Add Booking', 'Add Catchup', and 'Add Waitlist' are visible at the bottom.

3. 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.

- 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.

- 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.

Create New Booking

Enter New Booking Details

Must Pay at Time of Booking

Name:
 Telephone:
 Address:
 Age: Gender:
 # Bookings This Block:

Session Details

Session ID: Class ID: Block:
 Class Name: Year:
 Instructor: Payment Required By:
 Location:
 Start Time: No. of Sessions:
 Start Date: End Date: Weekday:

Cost of Lessons	Direct Debit	Comments
Cost Method: <input type="text" value="Cost Per Session"/> @ <input type="text" value="\$10.00"/> Initial Cost: <input type="text" value="\$120.00"/>		
Discount Rate: <input type="text" value="10%"/> Discount Type: <input type="text" value="Percent"/> <input type="button" value="v"/>		Discount Applied: <input type="text" value="\$12.00"/>
Credit Due: <input type="text"/> Credit Taken: <input type="text"/>		Credit Applied: <input type="text"/>
Payment by Direct Debit: <input type="text"/> <input type="button" value="v"/>		Value of Free Lessons: <input type="text" value="\$0.00"/>
		Balance Due: <input type="text" value="\$108.00"/>

8. Confirm the **Start Date** and number of sessions for the new booking.
9. Customise any pricing if necessary and click the **Done** button to save the booking and return to the diary screen.

Understanding the Payment Status Icons

1. Select the required Day, Block and Year at the top of the diary screen.
2. Use the list on the left to click once on the session you wish to display.

Types of Booking Status Icons

When displayed in the diary, each student booking is preceded by a payment status icon. The icon has four states of display: Unpaid, Part Paid, Fully Paid, Credit.

1. Hover your cursor over the status icon to display the current balance of the booking.



Circle Status Icon – No payment received

[illegible]

Crossed Status Icon – Part payment received

	Jack McArthur	11_11	P	A	A						-	
	04 566 7894	Andrew McArthur										
	Current Balance: \$40.5	6_5m	P								-	



Ticked Status Icon – Full payment received

	Janet Kimble	4_0m																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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Negative Status Icon – Booking in credit

	Bridgette Robinson 04 478 2491	14_0m Nicola Robinson	P								-	
	J... Current Balance: \$-2 \$1,000 / 684	11_11 Andrew McArthur	P	A	A						-	

Viewing Booking Comments

Comments may be entered on any booking record. Comments are initially copied from the student file, however additional comments may be added. When comments are entered a small yellow note icon will appear below the students' name in the diary.

Displaying the Student Comments

When displayed in the diary, a student booking which contains comments is displayed with a yellow note icon.

1. Hover your cursor over the note to display the comments that have been entered.

<div> <div>🔍</div> <div>Janet Kimble</div> <div>4_0m</div> </div> <div> <div>✅</div> <div>04 4781646</div> <div>Amanda Kimble</div> </div>	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div>✖</div>
<div> <div>🔍</div> <div>Sam Janet needs to be assessed m</div> <div>04 477 8952</div> <div>Malcolm Williams</div> </div>	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div>--</div> <div>✖</div>

Viewing Student Medical Conditions

Each student booking which contains a notified medical condition is displayed with the health symbol in the diary.

1. Hover your cursor over the health symbol to display a message containing the notified medical condition.

	Jack McArthur	11_11	P	A	A							--	
	04 566 7894	Andrew McArthur											
	Jamie Impaired Hearing	6_5m	P									--	

Booking a Catchup 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.

The screenshot shows the 'Swim School Diary' application. On the left, a filter panel allows selecting 'Wednesday', 'Block 3', and 'Year 2014'. Below this is a list of sessions with columns for Time, Class, Instructor, Booked, Spaces, and Catchups. The 'Turtles' session at 10:00 AM with instructor Lynda Wightman is selected. The main panel displays details for this session: Session ID 7520, Class ID tur, Instructor LW, and Class Name Turtles. It also shows a list of current bookings for the session, including John Smith, Robert Thomson, Stuart Sinclair, Tony Zelah, and Jonathan Pull. At the bottom right, there is an 'Add Catchup' button.

4. Click once on the **Add Catchup** button to display the **Select a Student** dialog.

The 'Select a Student' dialog box is shown. It has a search bar at the top with the filter 'smith'. Below the search bar is a list of students with columns for Name, Age, Session ID, Address, and Class. The list includes students like Jacob Smith (9_2m), Jason Smith (15_0m), Jennifer Smith (4_8m), John Smith (7_7m), Lucas Smith (2_10m), Nicholas Smith (8_2m), Phillip Smith (3_1m), Sam Smith (8_2m), and William Smith (4_11m). At the bottom left, there is a 'Cancel' button.

5. 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.

6. Click once on the line, which contains the student name, age, and address you wish to book the catchup for.
7. 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

Name: Jacob Smith

Telephone: 0272222082

Address: 6A Erlestoke Crescent, Churton Park, Wellington 4001

Age: 8_10m Gender: Male

Session Details

Session ID: 7520 Class ID: tur Block: 3

Class Name: Turtles Year: 2014

Instructor: Lynda Wightman

Location: Learners Pool

Start Time: 10:00:00

Start Date: 24/9/2014 Weekday: Wednesday

Comments:

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.

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 'Swim School Diary' application. On the left, there's a sidebar with filters for Weekday (Wednesday), Block (3), and Year (2014). Below this is a list of sessions. The main area has tabs for Bookings, Waiting List, Achievements, and Session Details. The 'Achievements' tab is selected, showing a list of current bookings and a section for 'Displaying Goals for: Sarah Nightingale'. A blue arrow points from the 'Achievements' tab to the goals list.

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 screenshot shows the 'Achievements' tab in more detail. It displays the 'Current Bookings' table and the 'Displaying Goals for: Sarah Nightingale' section. The goals list includes:

- 1. Bubble and breathe 10 metres (Date Achieved: empty)
- 2. Kick on Back 10 metres (Date Achieved: 29/01/15)
- 3. Breaststroke Kick 5 metres (Date Achieved: empty)

 A blue arrow points to the 'Breaststroke Kick 5 metres' goal.

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.

Time	Class	Instructor	Booked	Spots	Catchups
9:00AM	TURTLES	BS	1	5	0
9:00AM	DOLPHINS	BS	1	3	0
9:30AM	TURTLES	LW	0	8	0
9:30AM	SEALS	BT	4	0	0
9:30AM	DOLPHINS	BS	1	3	0
9:30AM	DOLPHINS	BT	4	0	0
9:30AM	DOLPHINS	DS	2	2	0
10:00AM	TURTLES	LW	4	4	0
10:30AM	TURTLES	BS	6	2	0
10:30AM	SEALS	BS	1	3	0
11:00AM	SEALS	BS	4	0	0
1:00PM	SEALS	BT	4	0	0
1:00PM	SHARKS	BT	3	3	0
1:30PM	DOLPHINS	DS	2	2	0
1:30PM	WHALES	BS	0	10	0
2:30PM	DOLPHINS	BS	4	0	0

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.

Transfer Student to Another Session

Are you sure you want to transfer Sarah Nightingale into another session?

Cancel OK

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

Pick Another Session

Please choose the session you want to transfer Sarah Nightingale into.

Cancel OK

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	

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

Lightly Sparkling				
Swim Nappy \$18.50				
Coffee \$4				
Missile Goggles \$30				
Chupa Chups				

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

Invoice # 147177
POS 1
Shift: 2842

Date 3/02/2015
Time 1:31:44 PM

1

Missile Goggles
\$30

@

\$30.00 ea.
\$30.00

Del

Common Bathers Accessories Canteen Misc

Passes Goggles Drinks Ice Creams

Lightly Sparkling

Swim Nappy \$18.50

Coffee \$4

Missile Goggles \$30

Chupa Chups

Invoice # 147177
POS 1
Shift: 2842

Date 3/02/2015
Time 1:31:44 PM

Family ID

With Balance

Zero Balance

User

Member

7 8 9 NEXT

4 5 6 END

Set Qty 1 2 3

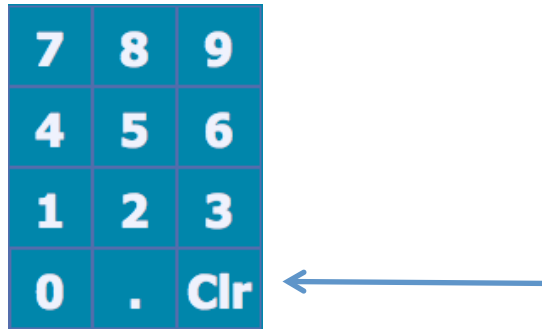
- 0 . Clr HOLD

DIARY

List

EoS

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



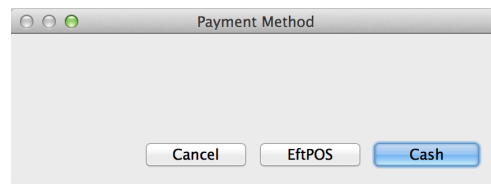
8. Repeat steps 4 through 7 until all products have been define for the sale.
9. As you enter additional items they will move further down the scree within the sale items area of the screen.



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



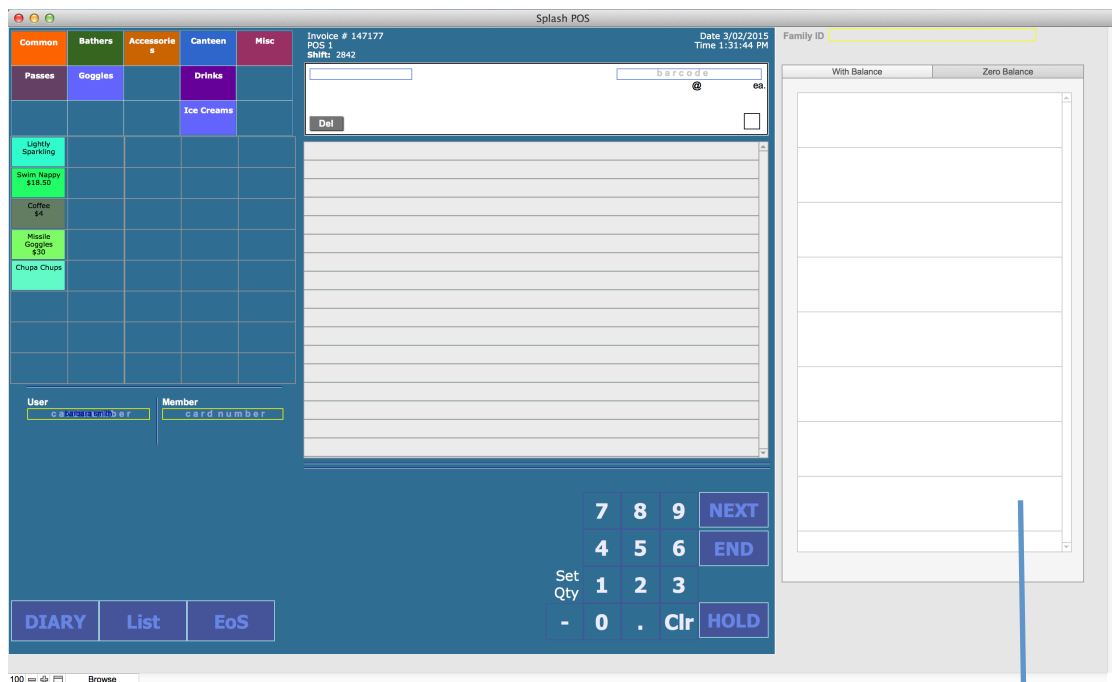
11. You will be asked to define the payment method for the selected sale. Choose EftPOS or Cash to complete the sale and return to the POS screen. Click Cancel to export the dialog box without completing the sale.



Entering a Quick Sale for a Booking

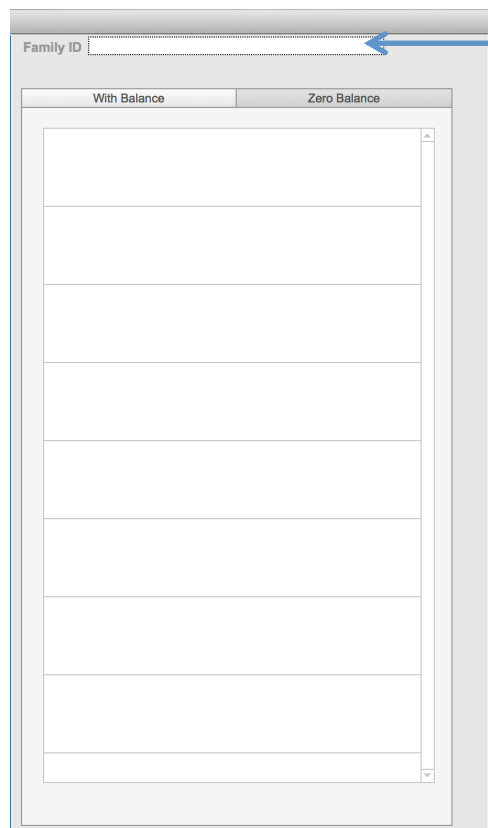
1. Ensure the Diary is displayed on your screen.

2. Click the \$ button displayed on the top right of the window.



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

4. Click once within the Family ID field on the right of the screen.



5. 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.

Select a Family

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

Filter:

Brown	Peter	234 any street, Wellington 4568	Mary
Brown	Sam	04 564 3212 345 Nowhere St, Brooklyn, Wellington 4009	Bobby, Celia, Amanda, paul

- 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.

Splash POS

Invoice # 147177
POS 1
Shift: 2842

Date 3/02/2015
Time 1:31:44 PM
Sam Brown

Family ID 10

BROWN (Sam Brown)

With Balance Zero Balance

Celia Brown	Turtles - 9:30 AM Tue (Term 1 2014)	\$135.00
Amount Percent Disc 10%		
Celia Brown	Turtles - 9:00 AM Sun (Term 2 2014)	\$94.50
Amount Percent Disc 10%		
Celia Brown	Seals - 9:30 AM Mon (Term 1 2011)	\$90.00
Amount Percent Disc 10%		
Celia Brown	Seals - 9:30 AM Mon (Term 1 2011)	\$90.00
Amount Percent Disc 10%		
Celia Brown	Seals - 9:30 AM Mon (Term 2 2011)	\$90.00
Amount Percent Disc 10%		
Celia Brown	Seals - 9:30 AM Mon (Term 2 2011)	\$90.00
Amount Percent Disc 10%		
Celia Brown	Seals - 9:30 AM Mon (Term 1 2012)	\$90.00
Amount Percent Disc 10%		
Celia Brown	Seals - 9:30 AM Mon (Term 2 2012)	\$90.00
Amount Percent Disc 10%		
Celia Brown	Seals - 9:30 AM Mon (Term 3 2013)	\$90.00

Common Bathers Accessories Canteen Misc

Passes Goggles Drinks Ice Creams

Lightly Sparkling
Swim Nappy \$18.50
Coffee \$4
Missile Goggles \$30
Chupe Chupe

User: Member: Sam Brown

1 Missile Goggles \$30.00

7 8 9 NEXT
4 5 6 END
Set Qty 1 2 3
- 0 . Clr HOLD

DIARY List EoS

- Click once on the booking you wish to enter a payment for. The booking details will be copied to the sale item area of the screen.

Splash POS

Invoice # 147177
POS 1
Shift: 2842

Date 3/02/2015
Time 1:31:44 PM
Sam Brown

Lesson

1 Celia Brown - Turtles - 9:30 AM Tue (Term 1 2014) @ \$135.00 ea. \$135.00

Del

- Repeat step 9 until all bookings have been defined for the sale.

Splash POS

Invoice # 147177
POS 1
Shift: 2842

Date 3/02/2015
Time 1:31:44 PM
Sam Brown

Lesson

1 Celia Brown - Turtles - 9:00 AM Sun (Term 2 2014) @ \$94.50 ea. \$94.50

Del

1	Missile Goggles	\$30.00
1	Celia Brown - Turtles - 9:30 AM Tue (Term 1 2014)	\$135.00

- When all items have been selected, click the Sale button.
- 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.

END

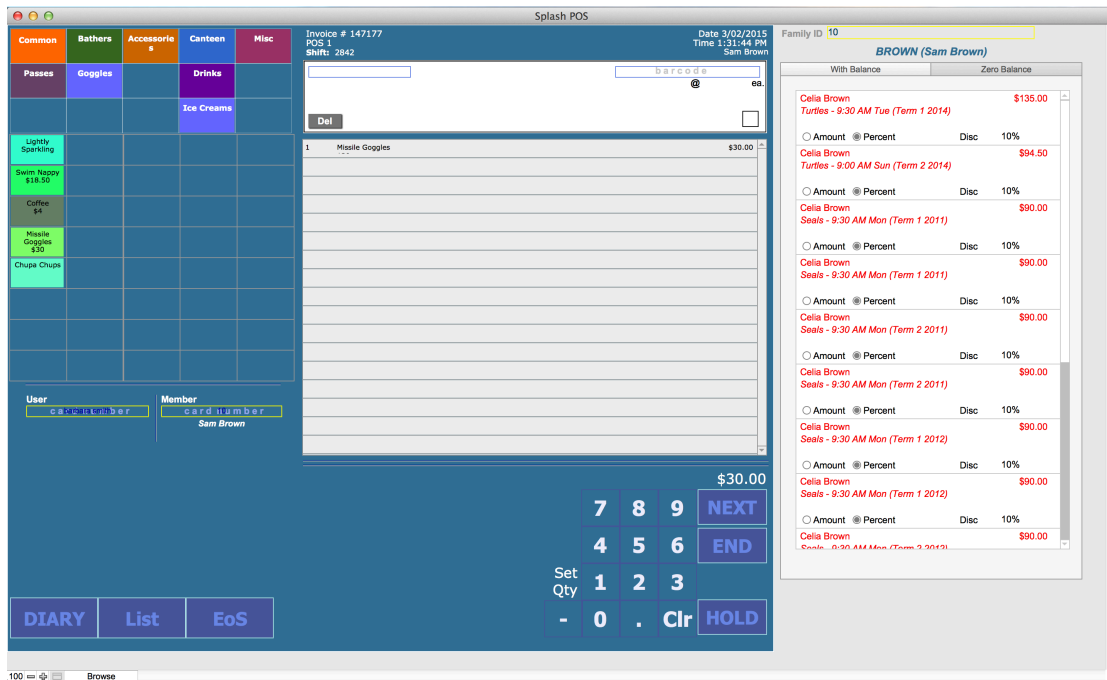
Defining Alternative Payment Methods

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

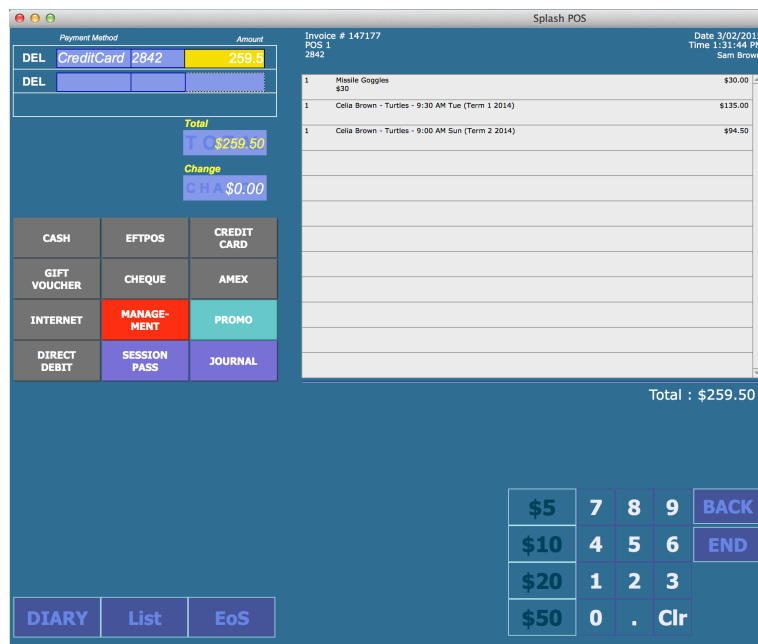


3. The POS interface will be displayed on your screen.
4. Click once in the Family ID field on the right of the screen.
5. The Select Family dialog will be displayed on your screen. Enter the family name (or part thereof) in the filter field. The content of the list will be revised as you type.

6. When you have identified the correct family simply click anywhere within the required row.
7. 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.



8. 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.
9. Repeat step 8 until all bookings have been defined for the sale.
10. When all bookings and products have been defined for the sale, click the **Next** button to define the method of payment.
11. 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	59.5
DEL			

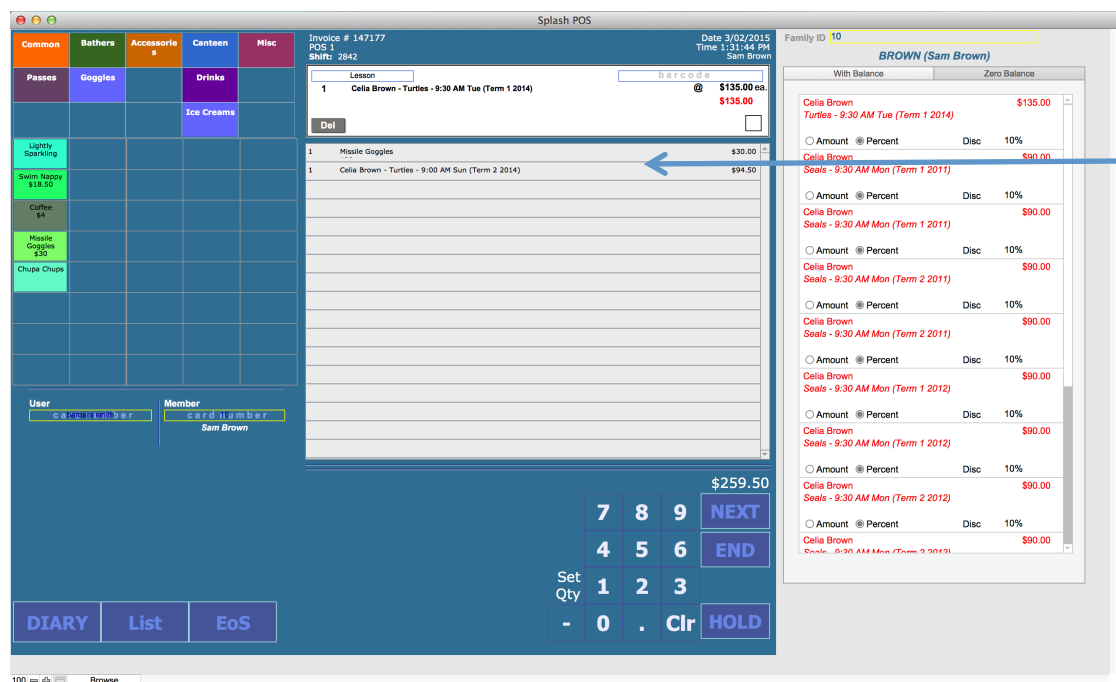
END

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.

Applying a Discount to 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.

Diagram illustrating the transition from the POS interface to the Staff Discount screen. The POS interface shows a list of items with a 'Discount' box. An arrow points from the 'Discount' box to the 'STAFF DISCOUNT' screen.

STAFF DISCOUNT

Tuesday, 3 February 2015 3:22pm User

Invoice Number: 147177

STAFF DISCOUNT

VIP

MANAGEMENT

\$1 OFF

POS 1

Item Name
Missile Goggles

Quantity
1

Item Price/Payment Amount
\$30.00

Admend Price
\$25.50

Amount Applied (per item)
\$4.50

Cancel **Commit**

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.

Diagram illustrating the transition from the POS interface to the Staff Discount screen. The POS interface shows a list of items with a 'Discount' box. An arrow points from the 'Discount' box to the 'STAFF DISCOUNT' screen.

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

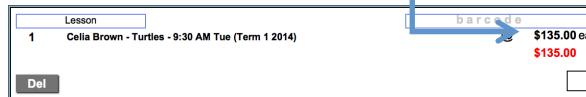
NB: A history of all discounts is recorded in the Discounts area of Splash POS.

Applying a Part Payment to a Booking

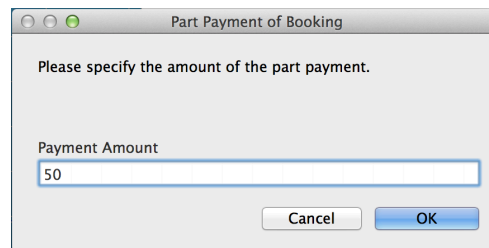
Part payments are only available for bookings. Products must be paid in full at the time of purchase.



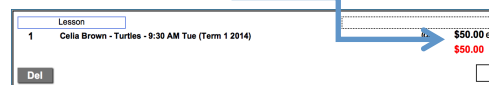
1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the screen.
3. The POS interface will be displayed on your screen.
4. Select the booking you wish to process a payment for.
5. A part payment can only be defined while the booking appears in the sale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

The screenshot shows the 'Swim School Diary' application. On the left is a sidebar with a 'Filter By' section (Weekday: Wednesday, Block: 3, Year: 2014) and a list of classes. The main panel is titled 'Turtles @ 9:00 AM on Wednesday with Barbara Smith' and has tabs for 'Bookings', 'Waiting List', 'Achievements', and 'Session Details'. The 'Waiting List' tab is active, showing a table of students waiting for the session. The table has columns for 'Student Name', 'Class Name', 'Class Level', 'Programme', 'Start Date', 'End Date', 'Start Time', 'Weekday', 'Block', 'Year', 'No. of Sessions', 'Frequency', 'Location', 'Cost of Session', 'Cost Method', 'Cost Per Session', 'Default Cost', 'DD Cost', 'Default Total', 'DD Total', and 'Add Waitlist'. The table lists three students: William Jessop, Robert Harper, and Edith Harper. A blue arrow points to the 'Add Waitlist' button in the bottom right corner of the waiting list table.

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

The screenshot shows the 'Add Waitlist' dialog box. It has a search filter at the top and a list of students waiting for the session. The list has columns for 'Student Name', 'Class Name', 'Class Level', 'Programme', 'Start Date', 'End Date', 'Start Time', 'Weekday', 'Block', 'Year', 'No. of Sessions', 'Frequency', 'Location', 'Cost of Session', 'Cost Method', 'Cost Per Session', 'Default Cost', 'DD Cost', 'Default Total', 'DD Total', and 'Add Waitlist'. The table lists three students: Sam Smith, Jonathan Fairbrother, and Jack McArthur. A blue arrow points to the 'Add Waitlist' button in the bottom right corner of the dialog.

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.

The screenshot shows the 'Select a Student' dialog box. It has a search filter at the top and a list of students waiting for the session. The list has columns for 'Student Name', 'Class Name', 'Class Level', 'Programme', 'Start Date', 'End Date', 'Start Time', 'Weekday', 'Block', 'Year', 'No. of Sessions', 'Frequency', 'Location', 'Cost of Session', 'Cost Method', 'Cost Per Session', 'Default Cost', 'DD Cost', 'Default Total', 'DD Total', and 'Add Waitlist'. The table lists four students: Patterson Ann, Patterson debra, Patterson Gaylene, and Patterson Sandra. A blue arrow points to the 'Add Waitlist' button in the bottom right corner of the dialog.

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

Create New Wait List

Enter New Waitlist

Name:

Telephone:

Address:

Age: Gender:

Class ID: Session ID:

Class Name:

Instructor:

Start Time: Block:

Weekday: Year:

Notes:

Current Booking:

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.

Filter By: Weekday: Block: Year:

Class:

Time	Class	Instructor	Booked	Spaces	Catchups
9:00AM	TURTLES	BS	1	5	0
9:00AM	DOLPHINS	BS	1	3	0
9:30AM	TURTLES	LW	0	8	0
9:30AM	SEALS	BT	4	0	0
9:30AM	DOLPHINS	BS	1	3	0
9:30AM	DOLPHINS	BT	4	0	0
9:30AM	DOLPHINS	BS	2	2	0
10:00AM	TURTLES	LW	4	4	0
10:30AM	TURTLES	BS	6	2	0
10:30AM	SEALS	BS	1	3	0
11:00AM	SEALS	BS	4	0	0
1:00PM	SEALS	BT	4	0	0
1:00PM	SHARKS	BT	3	3	0
1:30PM	DOLPHINS	DS	2	2	0
1:30PM	WHALES	BS	0	10	0
2:30PM	DOLPHINS	BS	4	0	0

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.

Splash

29 January 2015

Swim School Diary

Filter By: Weekday: Wednesday, Block: 3, Year: 2014, Class: All

Time	Class	Instructor	Booked	Spots	Waitlist
9:00AM	TURTLES	BS	1	3	0
9:00AM	DOLPHINS	BS	1	3	0
9:30AM	TURTLES	LW	0	8	0
9:30AM	SEALS	BT	4	0	0
9:30AM	DOLPHINS	BS	1	3	0
9:30AM	DOLPHINS	BT	1	0	0
9:30AM	DOLPHINS	BS	2	2	0
10:00AM	TURTLES	LW	4	4	0
10:30AM	TURTLES	BS	6	2	0
10:30AM	SEALS	BS	1	3	0
11:00AM	SEALS	BS	4	0	0
1:00PM	SEALS	BT	4	0	0
1:00PM	SHARKS	BT	3	3	0
1:30PM	DOLPHINS	DS	2	2	0
1:30PM	WHALES	BS	0	10	0
2:30PM	DOLPHINS	BS	4	0	0

Turtles @ 9:00 AM on Wednesday with Barbara Smith

Bookings: Session ID: 7512, Class ID: tur, Class Name: Turtles, Class Level: 1, Programme: Preschool

Sessions Details: Start Date: 9/7/2014, End Date: 28/9/2014, Start Time: 9:00 AM, Weekday: Wednesday, Block: 3, Year: 2014, No. of Sessions: 12, Frequency: Weekly, Location: Learners Pool

Cost of Session: Cost Method: Cost Per Session, Default Cost: \$15.00, DD Cost: \$15.00, Default Total: \$180.00, DD Total: \$180.00

Instructor Details: Instructor: BS, Barbara Smith, Telephone: Barbara Smith

Comments:

Waiting List: William Jessop (04 478 3215, Tony Jessop, 13_1m), Robert Harper (04 236 4567, Edith Harper, 7_1m)

Print, Add Waitlist

28/04/14 Sam Smith, 9/06/14 Jonathan Fairbrother, 9/06/14 Jack McArthur, 29/01/15 Gaylene Patterson

Click to transfer the student

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

Transfer Student to Session

Are you sure you want to transfer Jonathan Fairbrother into the Turtles class at 9:00AM?

Cancel OK

- Click **OK** to continue.

- The **Enter New Booking** dialog box will be displayed on your screen.

Create New Booking

Enter New Booking Details

Name: Jonathan Fairbrother, Telephone: 04 789 4568, Address: 56 Watt St, Tatahi Bay, Wellington 4012, Age: 9_5m, Gender: Male, # Bookings This Block: 1

Session Details: Session ID: 7512, Class ID: tur, Block: 3, Class Name: Turtles, Instructor: Barbara Smith, Location: Learners Pool, Start Time: 09:00:00, No. of Sessions: 12, Start Date: 9/7/2014, End Date: 28/9/2014, Weekday: Wednesday, Payment Required By: 9/7/2014

Cost of Lessons: Cost Method: Cost Per Session, @ \$15.00, Initial Cost: \$180.00, Discount Rate: 10%, Discount Type: Percent, Discount Applied: \$18.00, Credit Due: , Credit Taken: , Value of Free Lessons: \$0.00, Payment by Direct Debit: Yes, Balance Due: \$162.00

Cancel Done

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.

Filter By: Weekday Wednesday Block 3 Year 2014 Class All

Time	Class	Instructor	Booked	Spaces	Catchups
9:00AM	TURTLES	BS	2	4	0
9:00AM	DOLPHINS	BS	1	3	0
9:30AM	TURTLES	LW	0	8	0
9:30AM	SEALS	BT	4	0	0
9:30AM	DOLPHINS	BS	1	3	0
9:30AM	DOLPHINS	BT	4	0	0
9:30AM	DOLPHINS	BS	2	2	0
10:00AM	TURTLES	LW	4	4	0
10:30AM	TURTLES	BS	6	2	0
10:30AM	SEALS	BS	1	3	0
11:00AM	SEALS	BS	4	0	0
1:00PM	SEALS	BT	4	0	0
1:00PM	SHARKS	BT	3	3	0
1:30PM	DOLPHINS	DS	2	2	0
1:30PM	WHALES	BS	0	10	0
2:30PM	DOLPHINS	BS	4	0	0

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.

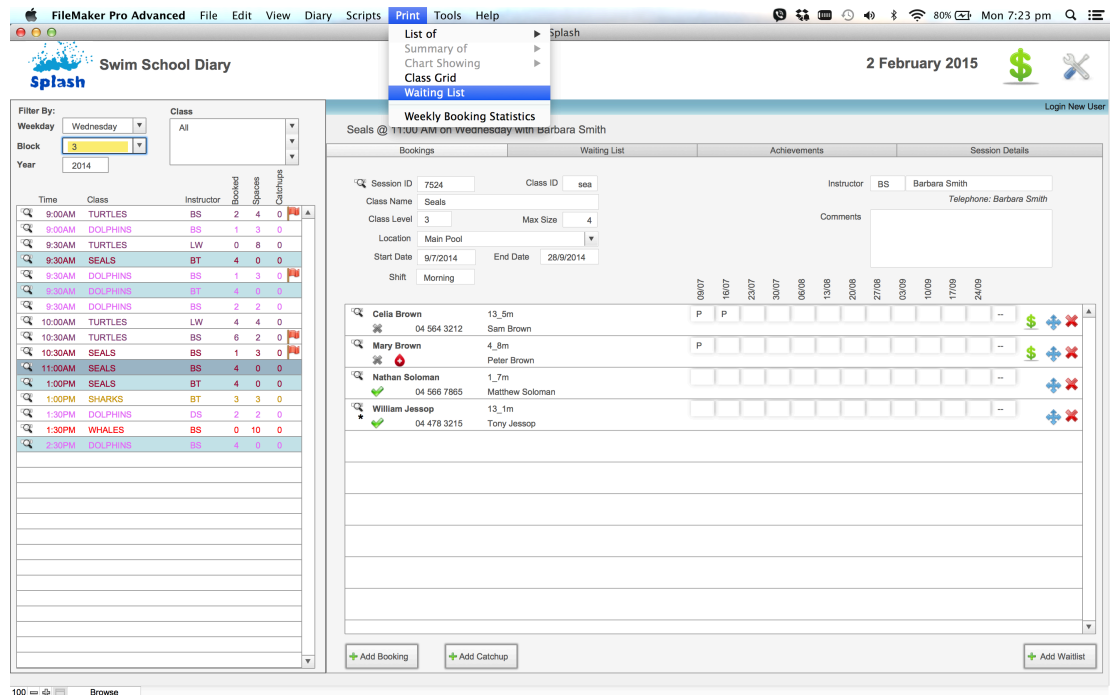
28/04/14	Sam Smith	✕
9/06/14	Jack McArthur	✕
29/01/15	Gaylene Patterson	✕

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.



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
3

Year
2014

Cancel OK

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

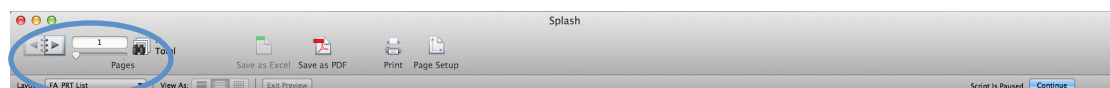
Please specify the class and/or student.

Classname
[]

Student Name
[]

Cancel OK

5. 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).



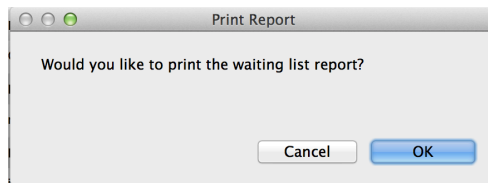
6.

List of Waitlisted Students				
Student ID / Name	Class Name	Block / Year		
Dolphins		Sunday	9:30 AM	Barbara Smith
Nicholas Smith	0272222082		10/6/14	
Dolphins		Sunday	9:00 AM	Barbara Smith
Nicholas Larsen	04 479 5648		28/1/14	Currently booked in Monday at 9am
Dolphins		Sunday	1:30 PM	Brian Thomson
Jonathan Fairbrother	04 789 4568		11/1/14	notes re waitlist here
Seals		Saturday	10:30 AM	Barbara Smith
john mcdougal	04 478 3156		4/1/14	j j i j k i j j i k j j j i j k j
john mcdougal	04 478 3156		11/1/14	
Nicholas Smith	0272222082		15/7/14	
Sharks		Friday	1:00 PM	Brian Thomson
Nicholas Larsen	04 479 5648		17/3/14	
Dolphins		Tuesday	9:30 AM	Barbara Smith
Sam Williams	04 477 8952		12/1/14	
Harry Williams	04 477 8952		12/1/14	
James Jones			12/1/14	

2/2/2015 : 07:24:25 PM

Page 1

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

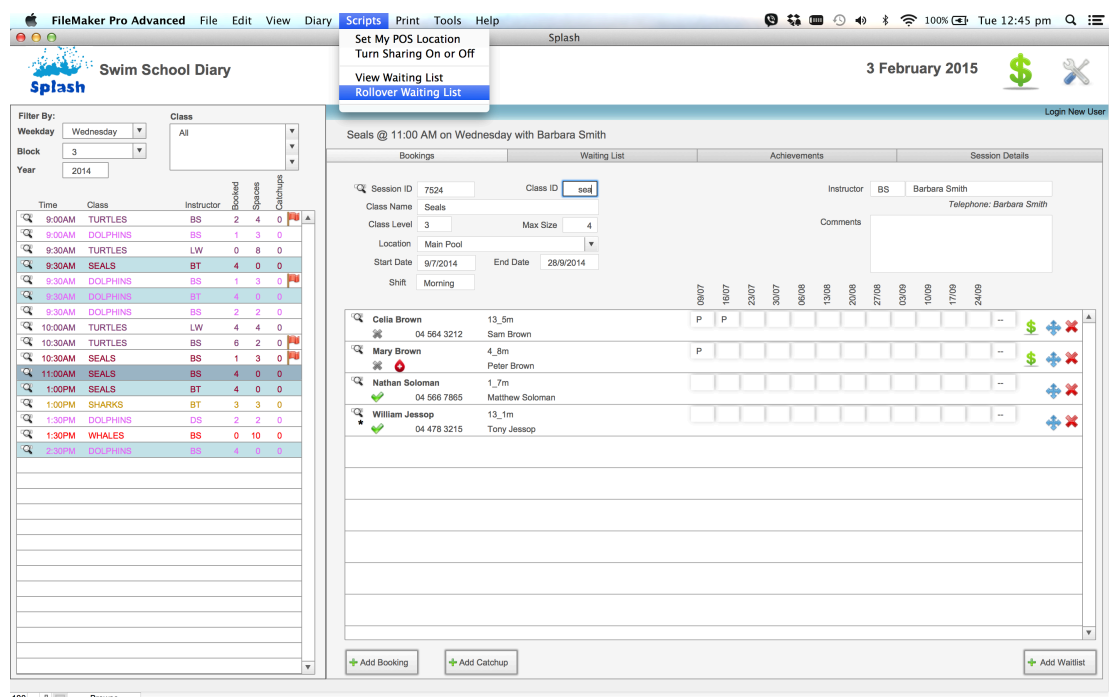


8. Click **OK** to print the report or **Cancel** to return to your original screen without printing.

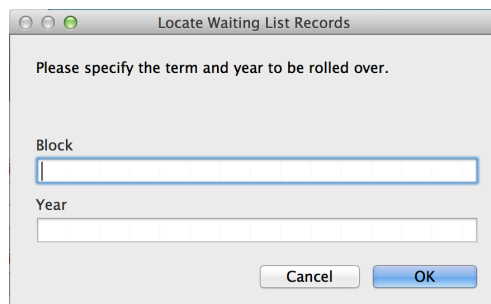
Transferring the Waiting List to the Next Block

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.

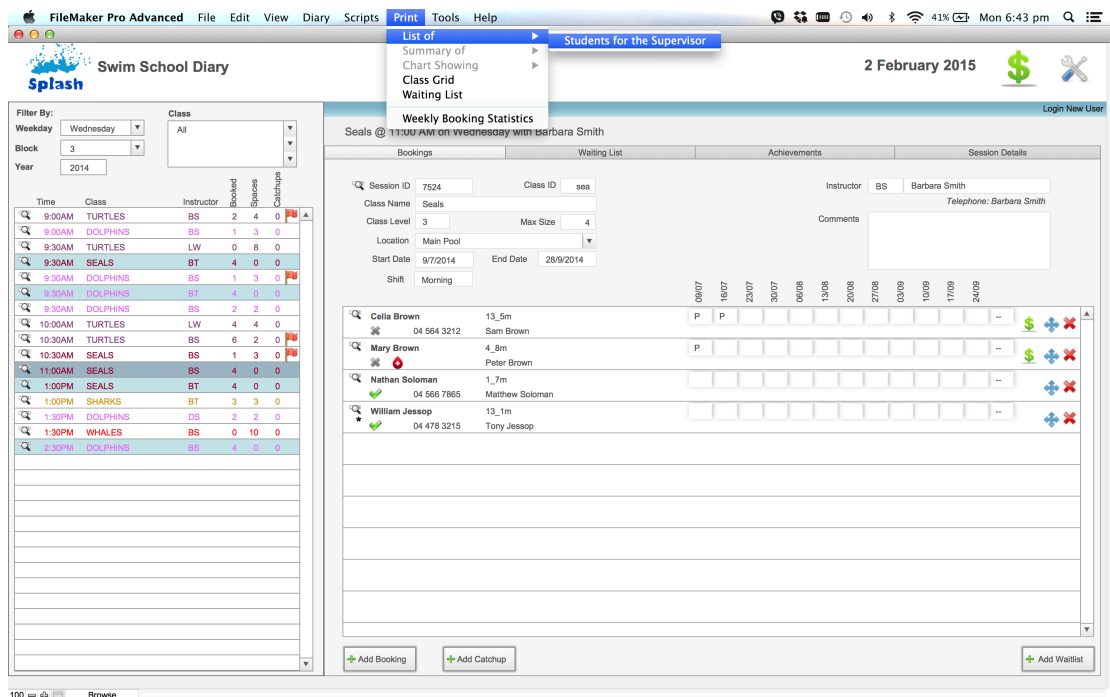


4. The rollover will be performed, any flags displayed in the original block will now be displayed on the next block.

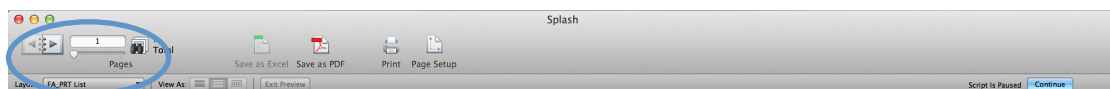
Printing Reports

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.

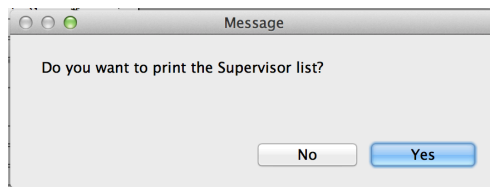


4. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



Attendance List														
Supervisor Listing for Wednesday														
9:00 AM - Turtles (Learners Pool) Barbara Smith (2 Students)														
Barbara Smith					9/7	16/7	23/7	30/7	6/8	13/8	20/8	27/8	3/9	# Attempts
\$	Jonathan	9_5m	Mark Fairbroth											2
\$	William Jessop	13_1m	Tony Jessop											1
9:30 AM - Dolphins (Main Pool) Brian Thomson (4 Students)														
Brian Thomson					9/7	16/7	23/7	30/7	6/8	13/8	20/8	27/8	3/9	# Attempts
\$	Jack McArthur	11_11m	Andrew McArthur	A	A									5
\$	Katrina O'Donnell	13_11m	Patricia O'Don	A	A									1
\$	Sam Smith	7_10m	Barbara Smith	A	A									2
\$	Tracey O'Donnell	11_8m	Patricia O'Don	C	A									1
9:30 AM - Seals (Main Pool) Brian Thomson (4 Students)														
Brian Thomson					9/7	16/7	23/7	30/7	6/8	13/8	20/8	27/8	3/9	# Attempts
\$	Billy Jones	2_4m	David Jones	P	P									1
\$	John Thomson	8_9m	Anthony Thomso	A										1

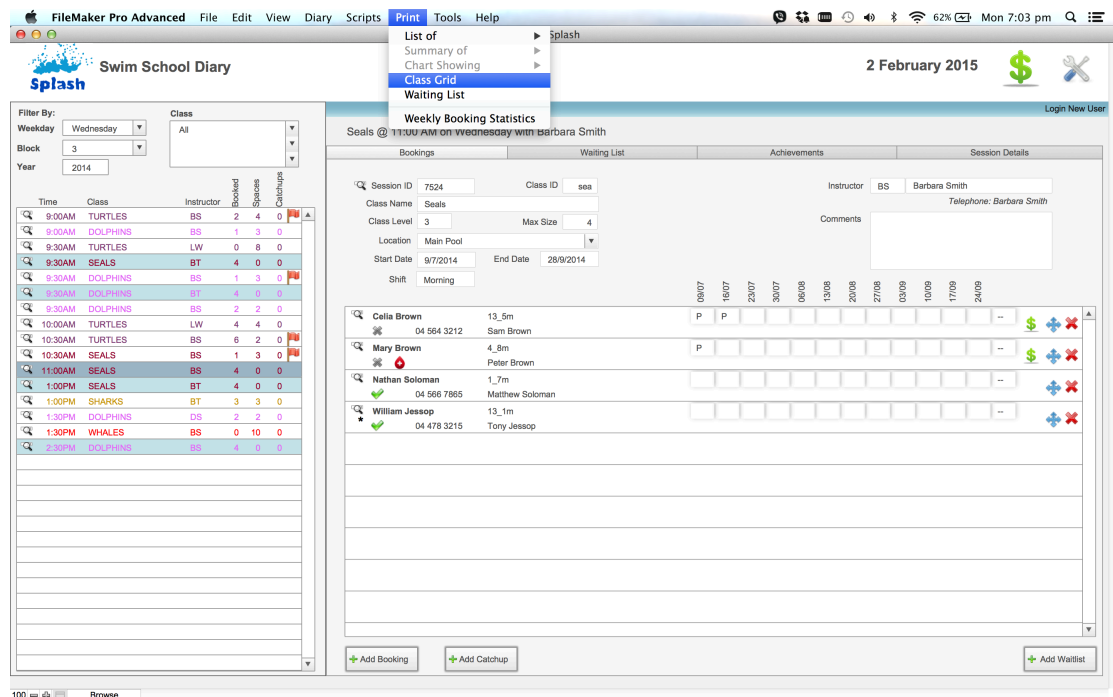
5. The **Message** dialog will be displayed on your screen.



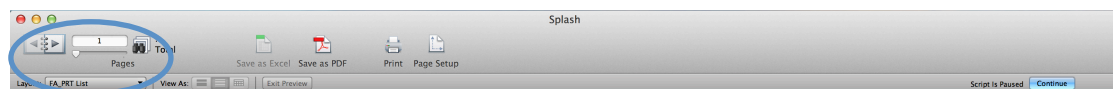
- Click **Yes** to print the report or **No** to return to your original screen without printing or emailing.

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).



Wednesday Morning – Block 3 – 2014							
9:00am 2 4 Turtles William Jessop (12_9m) Jonathan Fairbrother (9_5m)	9:00am 1 3 Dolphins Lucas Smith (2_3m)	9:30am 0 8 Turtles No Bookings	9:30am 1 3 Dolphins Joanne Jones (4_1m)	9:30am 4 0 Dolphins Sam Smith (7_6m) Katrina O'Donnell (13_7m) Jack McArthur (11_8m) Tracey O'Donnell (11_4m)	9:30am 4 0 Seals Peter Williamson (0_4m) Billy Jones (2_0m) John Thomson (8_6m) William Smith (4_3m)	9:30am 2 2 Dolphins Lucas Smith (2_3m) Sarah Nightingale (12_0m)	
BS Learners Pool	BS Main Pool	LW Learners Pool	BS Main Pool	BT Main Pool	BT Main Pool	BS Main Pool	
10:00am 4 4 Turtles Tony Zelish (8_7m) Robert Thomson (9_8m) Stuart Sinclair (7_3m) John Smith (7_3m)	10:30am 6 2 Turtles Jamie Watkins (6_1m) Jack McArthur (11_8m) Janet Kimble (3_8m) Sam Williams (3_11m) Susan Aplin (2_11m) Bridgette Robinson (13_8m)	10:30am 1 3 Seals Georgia Taylor (8_10m)	11:00am 4 0 Seals Celia Brown (13_1m) Mary Brown (4_4m) Nathan Solomon (1_3m) William Jessop (12_9m)	1:00pm 4 0 Seals Corey Morrison (12_2m) Nicholas Smith (7_7m) Paula Schwass (8_2m) Sam Smith (7_6m)	1:00pm 3 3 Sharks William Smith (4_3m) Gareth Buchanan (10_2m) Jack McArthur (11_8m)	1:30pm 0 10 Whales No Bookings	
LW Learners Pool	BS Learners Pool	BS Main Pool	BS Main Pool	BT Main Pool	BT Main Pool	BS Main Pool	
1:30pm 2 2 Dolphins Jack McArthur (11_8m) Anthony Apollo (6_3m)							
DS Main Pool							

Printed 2/2/15 at 7:03 PM

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

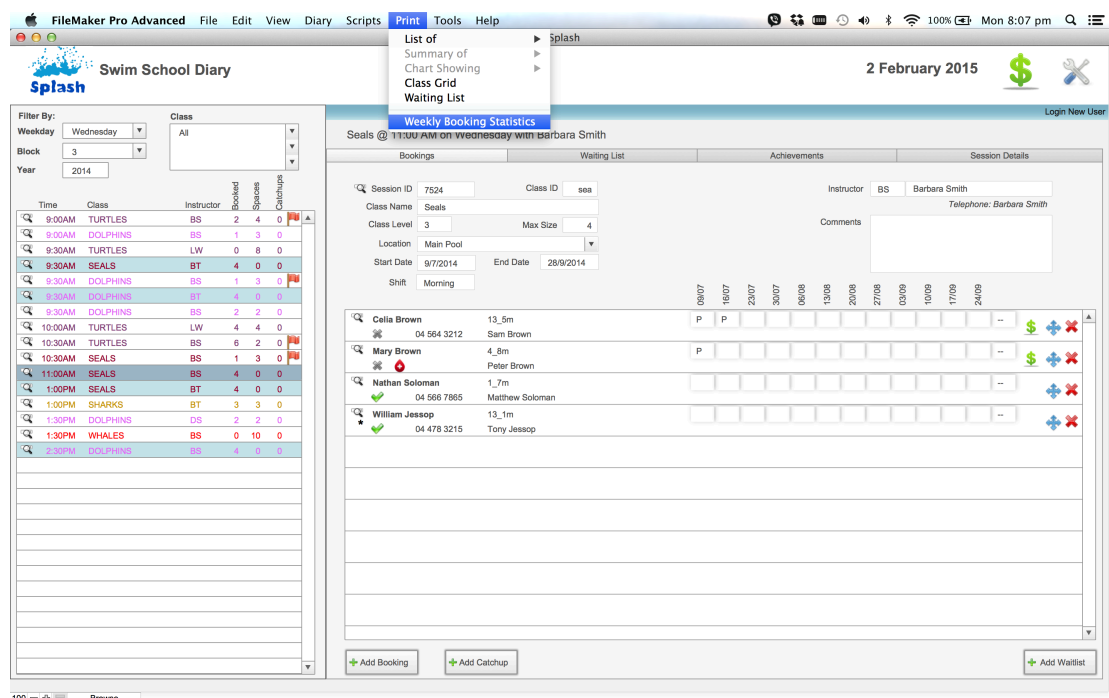


6. Click **OK** to print the report or **Cancel** to return to your original screen without printing.

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
1/5/2014

Week End
7/5/2014

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.

Specify Term and Year

Please enter the Term and Year for reporting

Term
2

Year
2014

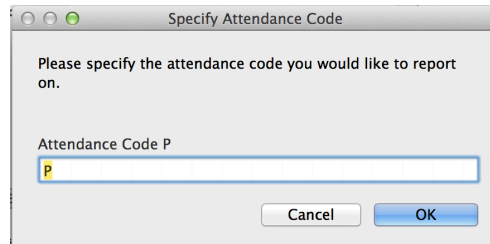
OK

- 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.

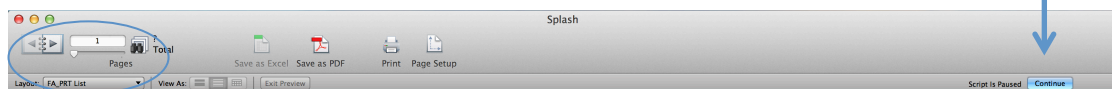
- The Specify Attendance Code dialog will be displayed on your screen.
- Enter the attendance code you wish to have counted.



A dialog box titled "Specify Attendance Code" with a text input field containing the letter 'P'. Below the input field are "Cancel" and "OK" buttons. The text inside the dialog says: "Please specify the attendance code you would like to report on."

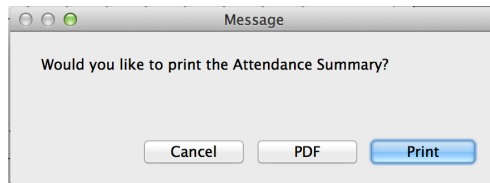
- In the example below P has been used to define a student as present for a lesson. The summary report shows a count of how many P's were entered for each date.

- 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 2 - 2014														
Tuesday				8	6/05	13/05	20/05	27/05	3/06	10/06	17/06	24/06	1/07	
					5	3	5	5	1	0	0	0	0	0
Dolphins					3	2	3	3	1	0	0	0	0	0
Seals					1	0	1	1	0	0	0	0	0	0
Sharks					1	1	1	1	0	0	0	0	0	0
Turtles					0	0	0	0	0	0	0	0	0	0
Wednesday				3	7/05	14/05	21/05	28/05	4/06	11/06	18/06	25/06	2/07	
					2	1	2	2	2	0	0	0	0	0
Dolphins					1	0	1	1	1	0	0	0	0	0
Seals					1	1	1	1	1	0	0	0	0	0
Friday				9	9/05	16/05	23/05	30/05	6/06	13/06	20/06	27/06	4/07	
					3	3	3	3	2	0	0	0	0	0
Dolphins					1	1	1	1	1	0	0	0	0	0
Seals					2	2	2	2	1	0	0	0	0	0
Saturday				4	10/05	17/05	24/05	31/05	7/06	14/06	21/06	28/06	5/07	
					2	0	2	2	0	0	0	0	0	0
Dolphins					2	0	2	2	0	0	0	0	0	0
Seals					0	0	0	0	0	0	0	0	0	0
Sunday				23	4/05	11/05	18/05	25/05	1/06	8/06	15/06	22/06	29/06	
					20	14	20	20	16	0	0	0	0	0
Dolphins					9	8	9	9	7	0	0	0	0	0
Seals					6	1	6	6	5	0	0	0	0	0

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

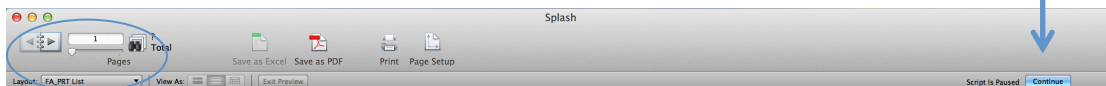


13. Click **Print** to print the report, **PDF** to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

Report 2 – Summary of Bookings

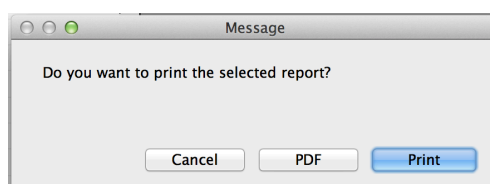
This report displays a count of the number of bookings, exits and catchups which

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: 2 2014	48	1	0
Friday	9	0	0
<i>Dolphins</i>	5	0	0
<i>Seals</i>	4	0	0
Saturday	4	0	0
<i>Dolphins</i>	3	0	0
<i>Seals</i>	1	0	0
Sunday	23	0	0
<i>Dolphins</i>	11	0	0
<i>Seals</i>	6	0	0
<i>Sharks</i>	1	0	0
<i>Turtles</i>	5	0	0
Tuesday	8	0	0
<i>Dolphins</i>	5	0	0
<i>Seals</i>	1	0	0
<i>Sharks</i>	1	0	0
<i>Turtles</i>	1	0	0
Wednesday	4	1	0
<i>Dolphins</i>	2	0	0
<i>Seals</i>	2	1	0

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

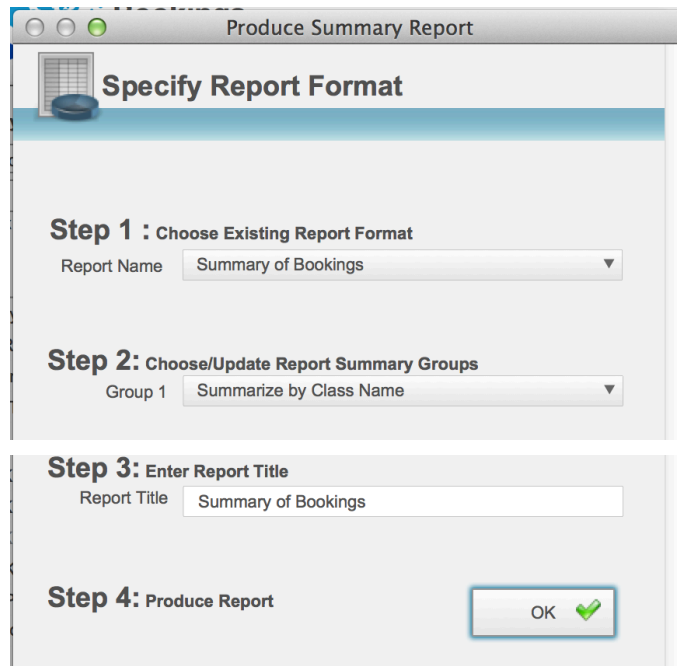


16. Click **Print** to print the report, **PDF** to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

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.

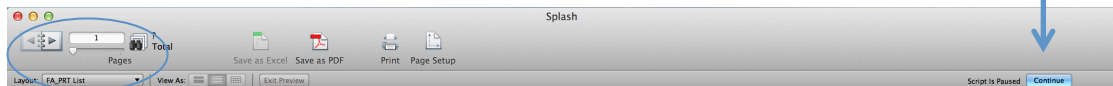
16. The Produce Summary Report dialog will be displayed on your screen.
17. You may elect to leave this dialog exactly as displayed and simply click the OK button. OR you may change the format of the report by amending the selections at Step 1 and Step 2.

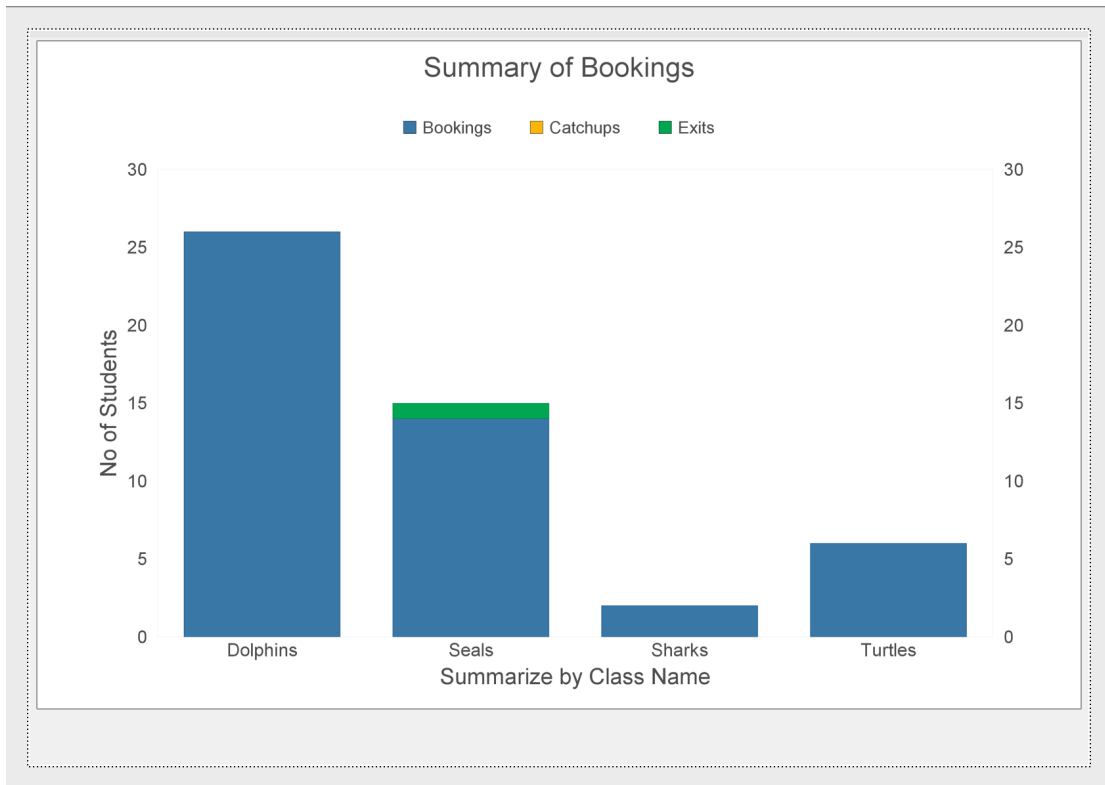


The image shows a dialog box titled "Produce Summary Report". It has a header "Specify Report Format" with a small icon of a document and a magnifying glass. The dialog is divided into four steps:

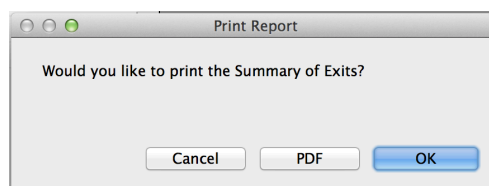
- Step 1 : Choose Existing Report Format**
Report Name: Summary of Bookings (dropdown menu)
- Step 2: Choose/Update Report Summary Groups**
Group 1: Summarize by Class Name (dropdown menu)
- Step 3: Enter Report Title**
Report Title: Summary of Bookings (text field)
- Step 4: Produce Report**
OK button with a green checkmark 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.

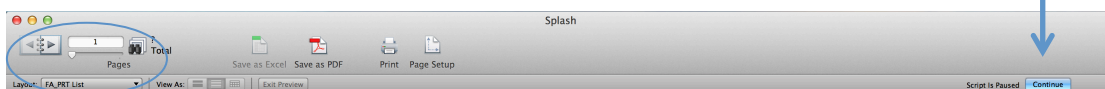


20. Click **Print** to print the report, **PDF** to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

Report 4 – List of Outstanding Balances

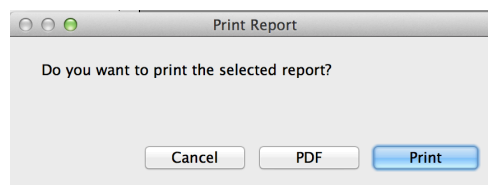
This report displays a list of all outstanding accounts for the selected block and year.

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 2/2/2015						
						Balance
Anderson (David Anderson)				09 897 9845		\$94.50
Sally Anderson	Turtles	Sun	BS	Block: 2	2014	\$94.50
Apollo (Martha Apollo)				756 7898		\$63.00
Anthony Apollo	Dolphins	Sun	BT	Block: 2	2014	\$63.00
Brown (Sam Brown)				04 564 3212		\$94.50
Celia Brown	Turtles	Sun	BS	Block: 2	2014	\$94.50
Buchanan (Debbie Buchanan)				0272222082		\$53.00
Frederick Buchanan	Dolphins	Sun	BS	Block: 2	2014	\$53.00
Jessop (Tony Jessop)				04 478 3215		\$54.00
William Jessop	Seals	Sun	BS	Block: 2	2014	\$54.00
Jones (David Jones)				1234 567		\$127.50
Billy Jones	Seals	Sun	BS	Block: 2	2014	\$63.00
william Smith	Dolphins	Sun	BT	Block: 2	2014	\$64.50
King (Nathan King)				05 678 4564		\$157.50
Craig King	Turtles	Sun	BS	Block: 2	2014	\$94.50
David King	Dolphins	Fri	BT	Block: 2	2014	\$63.00
Morrison (Celia Morrison)				04 237 8536		\$63.00
Corey Morrison	Seals	Sun	BT	Block: 2	2014	\$63.00
Patterson (Mary Patterson)				027 2222082		\$63.00
Sandra Patterson	Sharks	Tue	BT	Block: 2	2014	\$63.00
Schwass (Robyn Schwass)				478 4616		\$63.00
Paula Schwass	Dolphins	Tue	BT	Block: 2	2014	\$63.00
Sinclair (Linley Sinclair)				04 236 4679		\$81.00
Jessica Sinclair	Dolphins	Sat	BT	Block: 2	2014	\$81.00

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

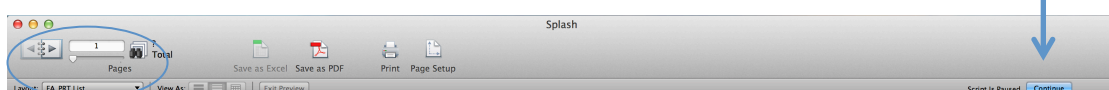


23. Click **Print** to print the report, **PDF** to save the report as a PDF or **Cancel** to return to your original screen without printing or saving..

Report 5 – Summary of New Bookings

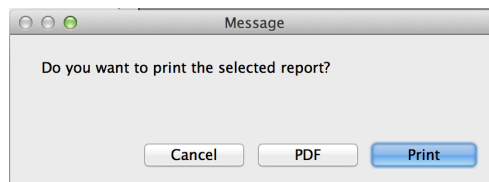
This report shows a summary of new bookings that have been received in the date range specified.

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: 1A 2014	1	0	0
Monday	1	0	0
<i>Seals</i>	1	0	0
Term: 2 2014	8	0	0
Friday	4	0	0
<i>Dolphins</i>	3	0	0
<i>Seals</i>	1	0	0
Sunday	1	0	0
<i>Turtles</i>	1	0	0
Tuesday	1	0	0
<i>Dolphins</i>	1	0	0
Wednesday	2	0	0
<i>Dolphins</i>	1	0	0
<i>Seals</i>	1	0	0
Term: 3 2014	12	0	0
Saturday	1	0	0
<i>Turtles</i>	1	0	0
Sunday	4	0	0

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

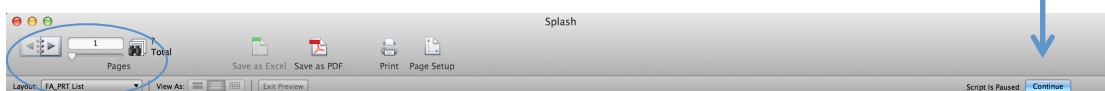


26. Click **Print** to print the report, **PDF** to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

Report 6– Summary of Exits

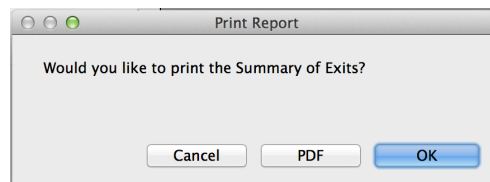
This report shows a summary of any bookings that have been terminated within the specified timeframe.

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
Loss of Interest	1	1	0
Other	1	1	0
Other Commitments	1	1	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

