

# Splash V6

Working with Sessions Data

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Software Developed By: Computerize Limited

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## Defining Session Details

This module contains a schedule of all sessions, which either have been conducted, are being conducted, or are going to be conducted by your swim school. Generic class information (date, time, instructor, level, etc) is stored along with class size and the number of spaces remaining.

### The Session Record

Each session record contains the following two sections:

**Bookings** – displays the generic information about the selected session (location, start date and time, instructor, and cost). It also includes a list of students with full term bookings or catchups for the selected session. Catchups and exits are colour coded for easy identification.

The screenshot displays the 'Sessions' module of the Splash software. The interface is divided into several sections:

- Filter By:** A sidebar on the left with filters for Class Name, Instructor, Term, and Year. A calendar view shows sessions for Wednesday, 9 June 2014, with times from 9:00AM to 10:30AM and activities like TURTLES, DOLPHINS, SEALS, WHALES, and SHARKS.
- Session Details:** A central form for editing session information. Fields include Class ID (tur), Session ID (1895), Class Name (Turtles), Class Level (2), Maximum Size (10), Programme (Lesson), Start Date (7/5/2014), End Date (8/7/2014), Start Time (9:00 AM), Weekday (Wednesday), Term (2), Year (2014), No. of Sessions (9), Shift (Morning), Frequency (Weekly), and Location (Learners Pool).
- Cost of Session:** A section for cost details, including Cost Method, Cost Per Session, Default Cost (\$10.00), DID Cost (\$10.00), Default Total (\$90.00), and DID Total (\$90.00).
- Instructor Details:** Fields for Instructor (LW Lynda Wightman) and Telephone (04 234 4568).
- Comments:** A text area for session comments.
- Bookings:** A table on the right showing student bookings. The table has columns for Student Name, Location, Session ID, Instructor, and Bookings. The 'Total Bookings (2)' are shown at the top right of the table.

| Student Name       | Location | Session ID  | Instructor | Bookings |
|--------------------|----------|-------------|------------|----------|
| Jennifer Smith     | 4_1m     | 0272222082  | LW         | 11       |
| Jessica Hargreaves | 12_9m    | 0272222082  | LW         | 1        |
| Bridgette Robinson | 13_9m    | 04 478 2491 | LW         | 8        |
| Robert Harper      | 7_0m     | 04 236 4567 | LW         | 1        |
| Amelia Harper      | 9_5m     | 04 236 4567 | LW         | 1        |
| denise taylor      | 0_11m    | 04 236 9137 | LW         | 1        |
| Jane White         | 10_2m    | 04 675 1432 | LW         | 1        |

At the bottom right, there are summary statistics: Maximum Size (10), Current Bookings (2), Active Catchups (2), and Current Spaces (6).

**Catchups** – located in the second tab card on the right of the screen. This area of sessions is dedicated to the display of catchup bookings. Lessons are colour coded as follows:

Green = Catchup Current Week

Orange = Future Catchup

Red = Past Catchup

The screenshot shows the 'Sessions' window with the 'Catchups' tab selected. The interface includes a sidebar with filters, a central session details panel, and a right-hand panel with tabs for Bookings, Catchups, Waiting List, Comments, and Goals. The 'Catchups' tab displays a list of bookings with columns for student name, session time, session ID, and date. The bookings are color-coded: green for current week, orange for future, and red for past. The session details panel on the left shows information for a 'Turtles' session, including start and end dates, time, and instructor details.

| Bookings           | Catchups | Waiting List | Comments | Goals |
|--------------------|----------|--------------|----------|-------|
| Robert Harper      | 7_0m     | 04 236 4567  | 11/06/14 |       |
| Bridgette Robinson | 13_9m    | 04 478 2491  | 11/06/14 |       |
| denise taylor      | 0_11m    | 04 236 9137  | 4/06/14  |       |
| Amelia Harper      | 9_5m     | 04 236 4567  | 4/06/14  |       |
| Jane White         | 10_2m    | 04 675 1432  | 28/05/14 |       |

**Waiting List** – located in the third tab card on the right of the screen. This area of sessions is dedicated to display waitlisted students. This screen can be used add an additional waitlist student or to transfer a child directly from the waitlist into the selected session.

The screenshot shows the 'Sessions' window with the 'Waiting List' tab selected. The interface is similar to the previous screenshot, but the 'Waiting List' tab is active. It displays a list of waitlisted students with columns for date, student name, session ID, and a 'Mark' button. The session details panel on the left remains the same, showing information for a 'Turtles' session.

| Bookings                               | Catchups             | Waiting List | Comments | Goals |
|--|----------------------|--------------|----------|-------|
| 9/06/14                                | Jonathan Fairbrother | 04 789 4568  | Mark     |       |
| <i>Is moving to the area in June</i>   |                      |              |          |       |
| 9/06/14                                | Jack McArthur        | 04 566 7894  | Andrew   |       |
| <i>Needs to move to the afternoon.</i> |                      |              |          |       |



**Comments** – located in the fourth tab card on the right of the screen. This area of sessions is dedicated to the entry of comments. Comments can also be entered in the field at the lower centre of your screen.

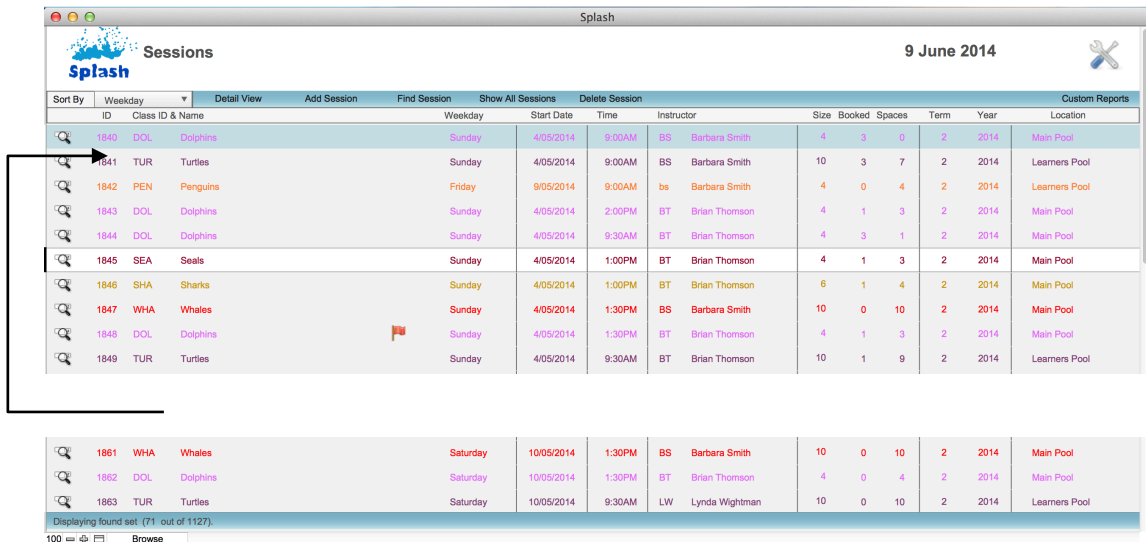
The screenshot shows the 'Sessions' window in the Splash application. The 'Comments' tab is selected on the right-hand side. The interface includes a filter panel on the left, a central session details area, and a large text area for entering comments. The session details for 'Turtles' (Class ID: tur, Session ID: 1895) are displayed, including start and end dates, time, and location. The instructor is Lynda Wightman. The comments area contains a placeholder text: 'Add a comment about the class here...'. The bottom of the screen shows a 'Previous Session ID: 1826'.

**Goals** – located in the final tab card on the right of the screen. This area of Splash displays a list of goals for the selected level. Each student enrolled in this session can be monitored against these goals before progressing to the next level. Goals cannot be amended or deleted in this screen. You must return to Class Levels to make any changes.

The screenshot shows the 'Sessions' window in the Splash application, with the 'Goals' tab selected on the right-hand side. The interface displays a list of goals for the selected session. The goals are listed in a table with columns for the goal description and the goal code. The goals are: 'Bubble and breathe 10 metres' (BB10), 'Kick on Back 10 metres' (KB10), 'Breaststroke Kick 5 metres' (BKick), and 'Butterfly Arms 5 metres' (Farms). The session details for 'Turtles' (Class ID: tur, Session ID: 1895) are displayed in the center. The instructor is Lynda Wightman. The bottom of the screen shows a 'Previous Session ID: 1826'.

## Listing Session Records

Each record in your database can be displayed in either the entry screen or list view. List view will display all records in the found set – see the bottom left corner of the screen for the size of the current found set.

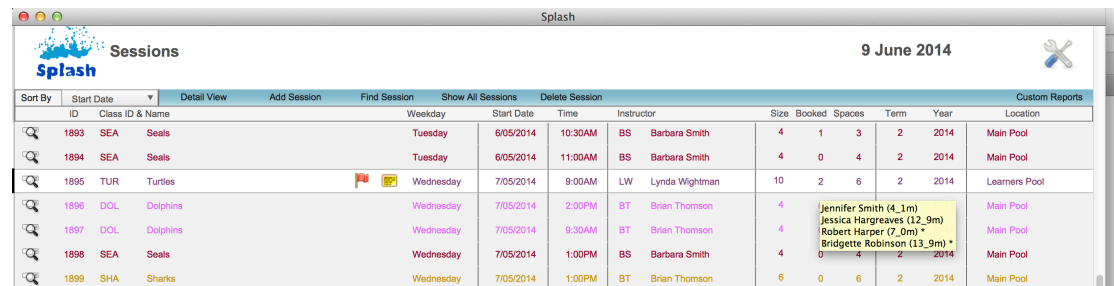


| Sort By | Weekday         | Detail View | Add Session | Find Session | Show All Sessions | Delete Session | Custom Reports |        |      |      |               |
|---------|-----------------|-------------|-------------|--------------|-------------------|----------------|----------------|--------|------|------|---------------|
| ID      | Class ID & Name | Weekday     | Start Date  | Time         | Instructor        | Size           | Booked         | Spaces | Term | Year | Location      |
| 1840    | DOL Dolphins    | Sunday      | 4/05/2014   | 9:00AM       | BS Barbara Smith  | 4              | 3              | 0      | 2    | 2014 | Main Pool     |
| 1841    | TUR Turtles     | Sunday      | 4/05/2014   | 9:00AM       | BS Barbara Smith  | 10             | 3              | 7      | 2    | 2014 | Learners Pool |
| 1842    | PEN Penguins    | Friday      | 9/05/2014   | 9:00AM       | bs Barbara Smith  | 4              | 0              | 4      | 2    | 2014 | Learners Pool |
| 1843    | DOL Dolphins    | Sunday      | 4/05/2014   | 2:00PM       | BT Brian Thomson  | 4              | 1              | 3      | 2    | 2014 | Main Pool     |
| 1844    | DOL Dolphins    | Sunday      | 4/05/2014   | 9:30AM       | BT Brian Thomson  | 4              | 3              | 1      | 2    | 2014 | Main Pool     |
| 1845    | SEA Seals       | Sunday      | 4/05/2014   | 1:00PM       | BT Brian Thomson  | 4              | 1              | 3      | 2    | 2014 | Main Pool     |
| 1846    | SHA Sharks      | Sunday      | 4/05/2014   | 1:00PM       | BT Brian Thomson  | 6              | 1              | 4      | 2    | 2014 | Main Pool     |
| 1847    | WHA Whales      | Sunday      | 4/05/2014   | 1:30PM       | BS Barbara Smith  | 10             | 0              | 10     | 2    | 2014 | Main Pool     |
| 1848    | DOL Dolphins    | Sunday      | 4/05/2014   | 1:30PM       | BT Brian Thomson  | 4              | 1              | 3      | 2    | 2014 | Main Pool     |
| 1849    | TUR Turtles     | Sunday      | 4/05/2014   | 9:30AM       | BT Brian Thomson  | 10             | 1              | 9      | 2    | 2014 | Learners Pool |
| 1861    | WHA Whales      | Saturday    | 10/05/2014  | 1:30PM       | BS Barbara Smith  | 10             | 0              | 10     | 2    | 2014 | Main Pool     |
| 1862    | DOL Dolphins    | Saturday    | 10/05/2014  | 1:30PM       | BT Brian Thomson  | 4              | 0              | 4      | 2    | 2014 | Main Pool     |
| 1863    | TUR Turtles     | Saturday    | 10/05/2014  | 9:30AM       | LW Lynda Wightman | 10             | 0              | 10     | 2    | 2014 | Learners Pool |

Displaying found set (71 out of 1127).

**NB:** Click the magnifier to the left of the Session ID to display the data entry screen.

**NB:** Display a list of students booked in any session by placing your mouse over the number of bookings.

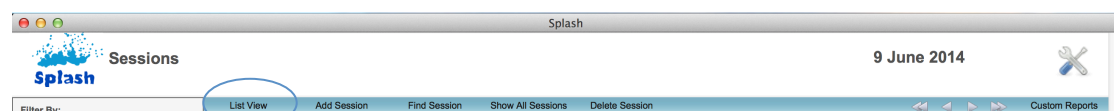


| Sort By | Start Date      | Detail View | Add Session | Find Session | Show All Sessions | Delete Session | Custom Reports |        |      |      |               |
|---------|-----------------|-------------|-------------|--------------|-------------------|----------------|----------------|--------|------|------|---------------|
| ID      | Class ID & Name | Weekday     | Start Date  | Time         | Instructor        | Size           | Booked         | Spaces | Term | Year | Location      |
| 1893    | SEA Seals       | Tuesday     | 6/05/2014   | 10:30AM      | BS Barbara Smith  | 4              | 1              | 3      | 2    | 2014 | Main Pool     |
| 1894    | SEA Seals       | Tuesday     | 6/05/2014   | 11:00AM      | BS Barbara Smith  | 4              | 0              | 4      | 2    | 2014 | Main Pool     |
| 1895    | TUR Turtles     | Wednesday   | 7/05/2014   | 9:00AM       | LW Lynda Wightman | 10             | 2              | 6      | 2    | 2014 | Learners Pool |
| 1896    | DOL Dolphins    | Wednesday   | 7/05/2014   | 2:00PM       | BT Brian Thomson  | 4              | 4              | 0      | 2    | 2014 | Main Pool     |
| 1897    | DOL Dolphins    | Wednesday   | 7/05/2014   | 9:30AM       | BT Brian Thomson  | 4              | 4              | 0      | 2    | 2014 | Main Pool     |
| 1898    | SEA Seals       | Wednesday   | 7/05/2014   | 1:00PM       | BS Barbara Smith  | 4              | 0              | 4      | 2    | 2014 | Main Pool     |
| 1899    | SHA Sharks      | Wednesday   | 7/05/2014   | 1:00PM       | BT Brian Thomson  | 6              | 0              | 6      | 2    | 2014 | Main Pool     |

Tooltip for session 1896: Jennifer Smith (4.1m), Jessica Hargreaves (12.9m), Robert Harper (7.0m), Bridgette Robinson (13.9m).

### Displaying a List of Sessions

1. Click once on the **List View** button displayed in the blue stripe at the top of your screen.

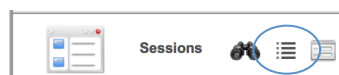


| Filter By: | List View | Add Session | Find Session | Show All Sessions | Delete Session | Custom Reports |  |  |  |  |
|------------|-----------|-------------|--------------|-------------------|----------------|----------------|--|--|--|--|
|------------|-----------|-------------|--------------|-------------------|----------------|----------------|--|--|--|--|

2. The Session List View screen will be displayed.

### Displaying a List of Sessions (from outside the Session screen)

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Session List** icon



3. The Session List View screen will be displayed

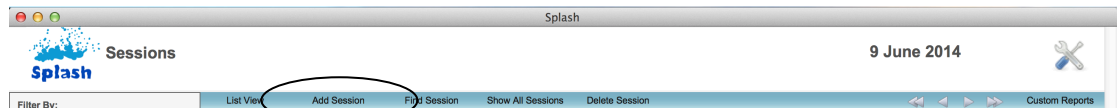
## Entering a New Session

A new session record must be created for every session conducted by your school. A student booking cannot be made unless the relevant session already exists.

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Session** icon



3. The Session data entry screen will be displayed
4. Click once on the **Add Session** button displayed in the blue stripe at the top of your screen.



5. The **Add New Session** dialog will be displayed.

A screenshot of the 'Add New Session' dialog box. The dialog has a title bar 'Add New Session' and a subtitle 'Enter New Session Details'. It contains several sections:

- Class Information:** Class ID (DOL), Session ID (8546), Class Name (Dolphins), Class Level (4), Programme (School Age), and Classification (Lesson).
- Sessions Details:** Start Date (4/7/14), End Date (empty), Start Time (empty), Weekday (Friday), Term (empty), Year (2014), No. of Sessions (empty), Frequency (Weekly), and Location (Main Pool).
- Cost of Session:** Cost Method (Cost Per Session), Default Cost (\$10.00), DD Cost (\$9.50), Default Total (\$0.00), and DD Total (\$0.00).
- Instructor Details:** Instructor (empty) and Telephone (empty).
- Comments:** A text area for comments.

At the bottom are 'Cancel' and 'Done' buttons.

6. Complete as many details as possible in the Add New Session dialog. You must select a Class ID (from the drop-down menu provided), Start Date, End Date, Start Time, Term and number of sessions when creating a new record.
7. Select the Instructor ID from the menu provided – only instructors you have previously recorded as approved will be displayed in the list.

**Instructor Details**

Instructor  Telephone:

Comments

Cancel Done

BS Barbara Smith  
BT Brian Thomson  
DS Dave Smith  
TBA To Be Advised

- Click the **Done** button to save the information and return to the Session data entry screen.

### Defining Comments for Display in the Daily Diary

- Use the **Finding a Session** function to locate the session record you wish to update.

**Sessions** 9 June 2014

Filter By: All Class Name All Instructor 2 Term 2014 Year

Class ID: tur Session ID: 1895

Class Name: Turtles Class Level: 2 Maximum Size: 10

Programme: Lesson Classification: Lesson

**Sessions Details**

Start Date: 7/5/2014 End Date: 8/7/2014

Start Time: 9:00 AM Weekday: Wednesday

Term: 2 Year: 2014

No. of Sessions: 9 Shift: Morning

Frequency: Weekly Location: Learners Pool

**Cost of Session**

Cost Method: Cost Per Session

Default Cost: \$10.00 DD Cost: \$10.00

Default Total: \$90.00 DD Total: \$90.00

**Instructor Details**

Instructor: LW Lynda Wightman Telephone: 04 234 4568

**Comments**

Add a comment about the class here...

Previous Session ID: 1826

- Enter the details you wish to have displayed in the diary in the comments field of the session details screen.

**Comments**

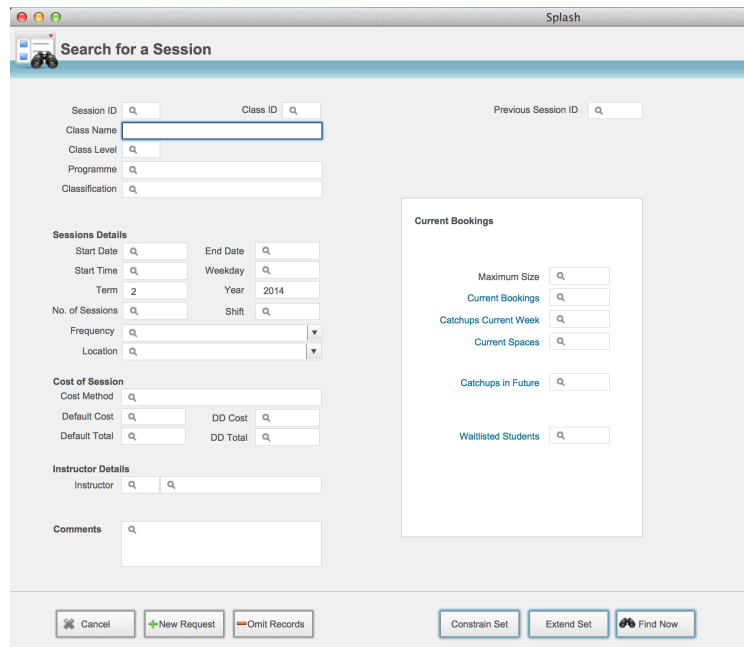
Add a comment about the class here...

## Finding a Session

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Session Find** icon



3. The **Search for a Session** dialog box will be displayed on your screen.

A screenshot of the 'Search for a Session' dialog box. The dialog has a title bar 'Search for a Session' and a 'Splash' window title. It contains several search criteria sections: 'Session ID', 'Class ID', 'Previous Session ID', 'Class Name', 'Class Level', 'Programme', 'Classification', 'Sessions Details' (including Start Date, End Date, Start Time, Weekday, Term, Year, No. of Sessions, Shift, Frequency, Location), 'Cost of Session' (including Cost Method, Default Cost, DD Cost, Default Total, DD Total), 'Instructor Details' (including Instructor), and 'Comments'. On the right side, there is a 'Current Bookings' section with fields for Maximum Size, Current Bookings, Catchups Current Week, Current Spaces, Catchups in Future, and Waitlisted Students. At the bottom, there are buttons for 'Cancel', 'New Request', 'Omit Records', 'Constrain Set', 'Extend Set', and 'Find Now'.

4. Enter the criteria for your find by typing your request in the corresponding field/s.
5. Click the **Find Now** button.
6. If one record is located the record will be displayed on the Session entry screen. If multiple records are located the found set will be displayed in the list view.

**NB:** See *Advanced Find Techniques* within this guide for assistance with Constraining or Extending the found set.

## Updating Session Details

1. Use the **Finding a Session** function to locate the student record you wish to update.
2. When the correct session screen is displayed simply overwrite any of the information to update the information that has been stored.

**NB:** Information in the updated session will automatically be copied to any current bookings.

## Adding a Student Booking

Student bookings are normally made in the Daily Diary however you can also add students to a session within the Bookings tab card on the session module.

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Session** icon



3. The Session data entry screen will be displayed, enter the criteria for the session you wish to review in the filter fields at the top of the portal list on the left of your screen.
4. Select the portal row that contains the class you wish to book your student in to.
5. The portal row will be highlighted to indicate the active record. The details of the selected session will be displayed on the right of your screen.

1. The right side of the screen will display a list of students currently booked in the class.
2. Click the **Add Booking** button at the lower centre of your screen to display the **Select a Student Portal**.

**Splash Sessions** 9 June 2014

**Select a Student**

Filter: g

| Name                | Age   | Phone       | Address                                     | Class    |
|---------------------|-------|-------------|---|----------|
| Buchanan, Gareth    | 10_2m | 0272222082  | 29 Victoria St, Khandallah, Wellington 4007 | Dolphins |
| gill, james         | 8_3m  |             |   | Turtles  |
| Hargreaves, Gregory | 9_7m  | 0272222082  | 24 lane St, Wallfaceville, Upper Hutt 5014  | Turtles  |
| Patterson, Gaylene  | 13_7m | 027 2222082 | 76 Kent St, Newlands, Wellington 4008       | Dolphins |
| Taylor, Georgia     | 8_10m | 04 236 9137 | 79 Main St, Tawa, Wellington 4010           | Dolphins |

Previous Session ID: 1827

3. Your cursor will be placed in the filter field; begin typing the student first name or last name. As you type list of all students matching the name entered will be displayed on your screen.
4. To select a student for your booking, simply click once on the line displaying the correct student name.
5. A completed Booking entry screen will be displayed.

**Create New Booking**

**Enter New Booking Details**

Name: Gaylene Patterson  
 Telephone: 027 2222082  
 Address: 76 Kent St, Newlands, Wellington 4008  
 Age: 13\_7m Gender: F # Bookings This Term: 1

**Session Details**  
 Session ID: 1896 Class ID: dol Term: 2  
 Class Name: Dolphins Year: 2014  
 Instructor: Brian Thomson  
 Location: Main Pool Payment Required By: 11/6/2014  
 Start Time: 14:00:00 No. of Sessions: 5  
 Start Date: 11/6/2014 End Date: 8/7/2014 Weekday: Wednesday

**Cost of Lessons**  
 Cost Method: Cost Per Session @ \$10.00 Initial Cost: \$50.00  
 Discount Rate: 10% Discount Type: Percent Discount Applied: \$5.00  
 Credit Due: Credit Taken: Credit Applied: Value of Free Lessons: \$0.00  
 Payment by Direct Debit: Balance Due: \$45.00

Cancel Done

6. If the student is not starting on the first day of term, update the start date and the number of session.

7. Add a discount rate or credit value if required and click the **Done** button.
8. The information will be saved and you will be returned to the Session details screen.
9. The students name will appear in the list of bookings on the right of your screen. Your system defaults will determine whether a confirmation letter is sent automatically.

**Splash Sessions** 9 June 2014

Filter By: All Class Name All Instructor 2 Term 2014 Year

☒ Monday ☐ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

9:00AM TURTLES Wed  
9:30AM DOLPHINS Wed  
1:00PM SEALS Wed  
1:00PM SHARKS Wed  
1:30PM WHALES Wed  
1:30PM DOLPHINS Wed  
9:30AM TURTLES Wed  
10:00AM TURTLES Wed  
10:30AM TURTLES Wed  
9:30AM SEALS Wed  
10:30AM SEALS Wed  
11:00AM SEALS Wed  
9:00AM PENGUINS Fri  
9:00AM TURTLES Fri  
2:00PM DOLPHINS Fri  
9:30AM DOLPHINS Fri  
1:00PM SEALS Fri  
1:00PM SHARKS Fri  
1:30PM WHALES Fri  
1:30PM DOLPHINS Fri  
9:30AM TURTLES Fri  
10:00AM TURTLES Fri  
10:30AM TURTLES Fri  
9:30AM SEALS Fri  
10:30AM SEALS Fri

**Sessions** List View Add Session Find Session Show All Sessions Delete Session Custom Reports

Class ID dol Session ID 1896  
Class Name Dolphins  
Class Level 5 Maximum Size 4  
Programme  
Classification Lesson

**Sessions Details**  
Start Date 7/5/2014 End Date 8/7/2014  
Start Time 2:00 PM Weekday Wednesday  
Term 2 Year 2014  
No. of Sessions 9 Shift Afternoon  
Frequency Weekly  
Location Main Pool

**Cost of Session**  
Cost Method Cost Per Session  
Default Cost \$10.00 DD Cost \$10.00  
Default Total \$90.00 DD Total \$90.00

**Instructor Details**  
Instructor BT Brian Thomson  
Telephone: 04 567 3456

**Comments**

Previous Session ID: 1827

**Bookings** Catchups Waiting List Comments Goals

Total Standard Bookings (1)

| Student Name      | Session ID | Session Name | Session Time | Session Location | Session Status | Session Count |
|-------------------|------------|--------------|--------------|------------------|----------------|---------------|
| Gaylene Patterson | 13_7m      | 1896xx0      | BT           | 1                |                | 1             |

+ Add Booking

Maximum Size 4  
Current Bookings 1  
Active Catchups 0  
Current Spaces 3

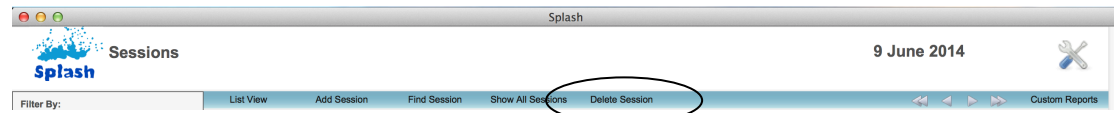


## Deleting a Session Record

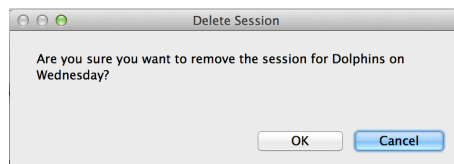
Session records can be deleted from either the Session entry screen or the list view. A session that contains either bookings or waitlisted students cannot be deleted.

### Deleting a Session from List View

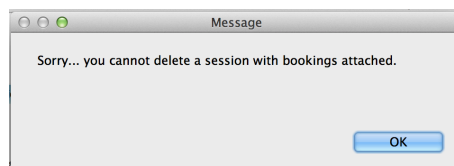
1. Use the **Finding a Session** function to locate the session record you wish to delete.
2. When the correct session is displayed on your screen click once on the row containing the relevant session record.
3. Click once on the **Delete Session** button displayed in the blue stripe at the top of your screen.



3. A dialog will be displayed asking you to confirm the session record should be deleted.



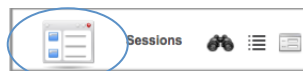
4. Click **OK** to delete the record or **Cancel** to return to the session screen without making a change.



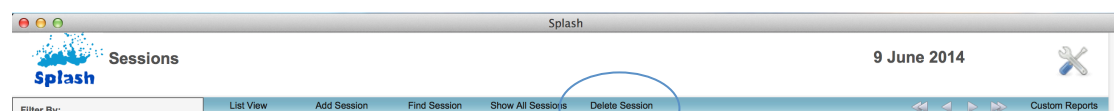
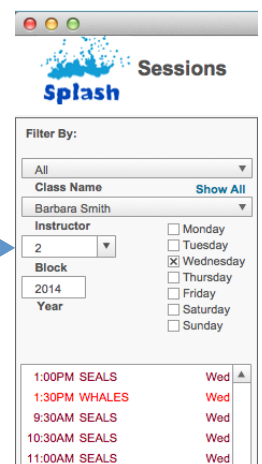
**NB:** You cannot delete a session with bookings or waitlisted students attached.

### Deleting a Session from the Session Entry Screen

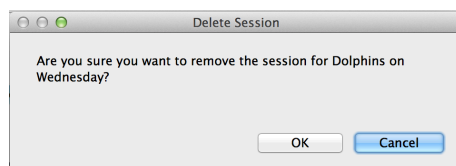
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Session** icon



3. The Session data entry screen will be displayed, enter the criteria for the session you wish to remove in the filter fields at the top of the portal list on the left of your screen.
4. Using the portal on the left of the screen, click once on session you wish to delete.
5. The portal row will be highlighted to indicate the active record. The details of the selected session will be displayed on the right of your screen.
6. Click once on the **Delete Session** button.



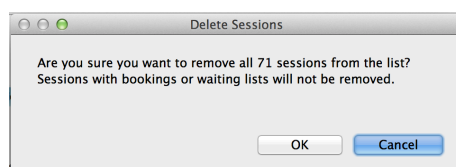
7. You will be asked to confirm the selected session is to be deleted.



### Deleting a Group of Sessions

This command attempts to delete all sessions in the Found Set. Once again, sessions with bookings or waitlisted students cannot be deleted.

1. Use the **Finding a Session** function to locate the sessions you wish to delete.
2. When the correct sessions are displayed on your screen select **Delete Found Sessions** from the Sessions menu.
3. You will be asked to confirm you wish to delete the selected sessions. If you click OK the command cannot be reversed.



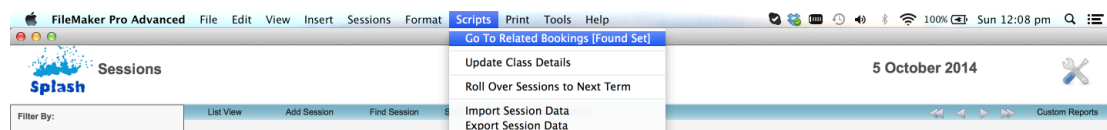
**NB:** Sessions with bookings attached will not be deleted, however all remaining sessions in the found set will be removed.

### Go to Related Bookings [Found Set]

There will be times when you need to locate all the students in the found set of sessions. This command works with the found set of sessions. It locates all the bookings for the found sessions and displays them in a list within the booking module.

You might use this feature if you need to contact all the students who swim at a particular level or swim with a particular instructor on a specified day.

1. Use the **Finding a Session** function to locate the required sessions.
2. When the correct sessions are displayed on your screen select **Go to Related Bookings [Found Set]** from the Scripts menu.



3. Splash will navigate to the Bookings list view, a list of all related bookings will be displayed on the screen.

A screenshot of the "Bookings" list view in the Splash application. The table shows a list of bookings with columns for ID, Student Name, Age, Class Name, Weekday, Start, Time, Instructor, Block, Year, and Location. The data is filtered for Wednesday, 9/7/2014.

| ID  | Student Name      | Age   | Class Name | Weekday   | Start    | Time    | Instructor    | Block | Year | Location  |
|-----|-------------------|-------|------------|-----------|----------|---------|---------------|-------|------|-----------|
| 85  | Corey Morrison    | 12.6m | Seals      | Wednesday | 9/7/2014 | 1:00PM  | Brian Thomson | 3     | 2014 | Main Pool |
| 138 | Craig King        | 6.2m  | Dolphins   | Wednesday | 9/7/2014 | 2:30PM  | Barbara Smith | 3     | 2014 | Main Pool |
| 103 | Gareth Buchanan   | 10.6m | Sharks     | Wednesday | 9/7/2014 | 1:00PM  | Brian Thomson | 3     | 2014 | Main Pool |
| 97  | Gaylene Patterson | 13.8m | Dolphins   | Wednesday | 9/7/2014 | 1:30PM  | Dave Smith    | 3     | 2014 | Main Pool |
| 71  | Georgia Taylor    | 9.2m  | Seals      | Wednesday | 9/7/2014 | 10:30AM | Barbara Smith | 3     | 2014 | Main Pool |
| 47  | Hayden Hughson    | 9.2m  | Seals      | Wednesday | 9/7/2014 | 10:30AM | Barbara Smith | 3     | 2014 | Main Pool |
| 61  | Jack McArthur     | 11.11 | Dolphins   | Wednesday | 9/7/2014 | 1:30PM  | Dave Smith    | 3     | 2014 | Main Pool |

### Update Class Details

When you first create a session, information is copied from the Class file. Class name, maximum size, cost, level, programme and classification are all copied to the session you are creating. If you have created new sessions and then need to update the default class information use this command. It is most often used after a rollover when there has been a price change.

Class details can be updated for a single session or for all sessions in the found set.

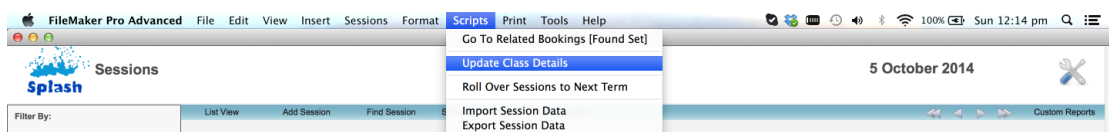
## Updating Class Details for the Current Record

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Session** icon

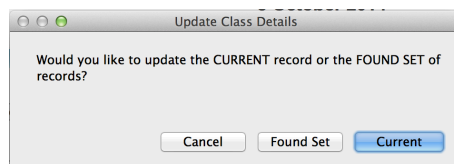


3. The Session data entry screen will be displayed, enter the criteria for the session you wish to update in the filter fields at the top of the portal list on the left of your screen.

4. Using the portal on the left of the screen, click once on session you wish to update.
5. The portal row will be highlighted to indicate the active record. The details of the selected session will be displayed on the right of your screen.
6. Go to the Scripts menu, select **Update Class Details**.

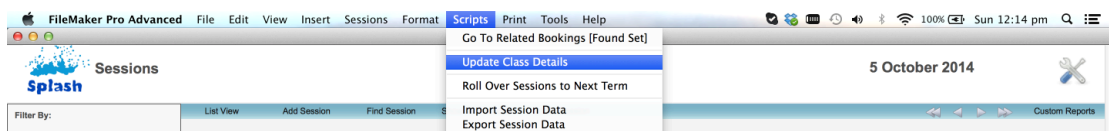


7. The Update Class Details dialog will be displayed on your screen. Click once on the **Current** button.

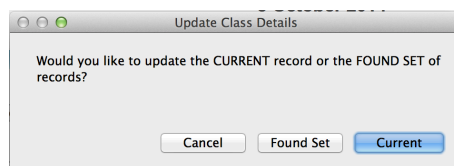


## Updating Class Details for the Found Set

1. Use the **Finding a Session** function to locate the required sessions.
2. When the correct sessions are displayed on your screen select **Update Class Details** from the Scripts menu.

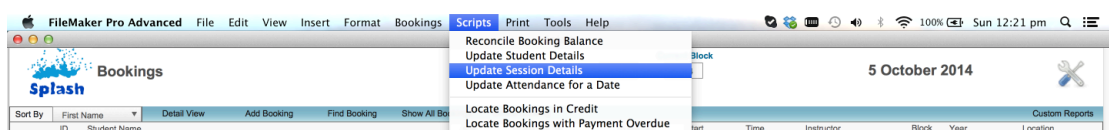


3. The Update Class Details dialog will be displayed on your screen. Click once on the **Found Set** button.



**NB:** If there are bookings attached to the selected sessions also perform the following:

1. Select **Go to Related Bookings [Found Set]** from the Scripts menu.
2. Splash will navigate to the Bookings list view, a list of all related bookings will be displayed on your screen.



3. The Update Session Details dialog will be displayed on your screen. Click once on the OK button.

## Rollover Current Term Sessions

This command enables you to copy your existing timetable to the next term. **If you are unsure about this process please make a backup of your Splash Data file before you begin.**

NB: You may elect to perform a find on the term you are copying, taking note of the number of sessions. This number will be confirmed during the rollover process.

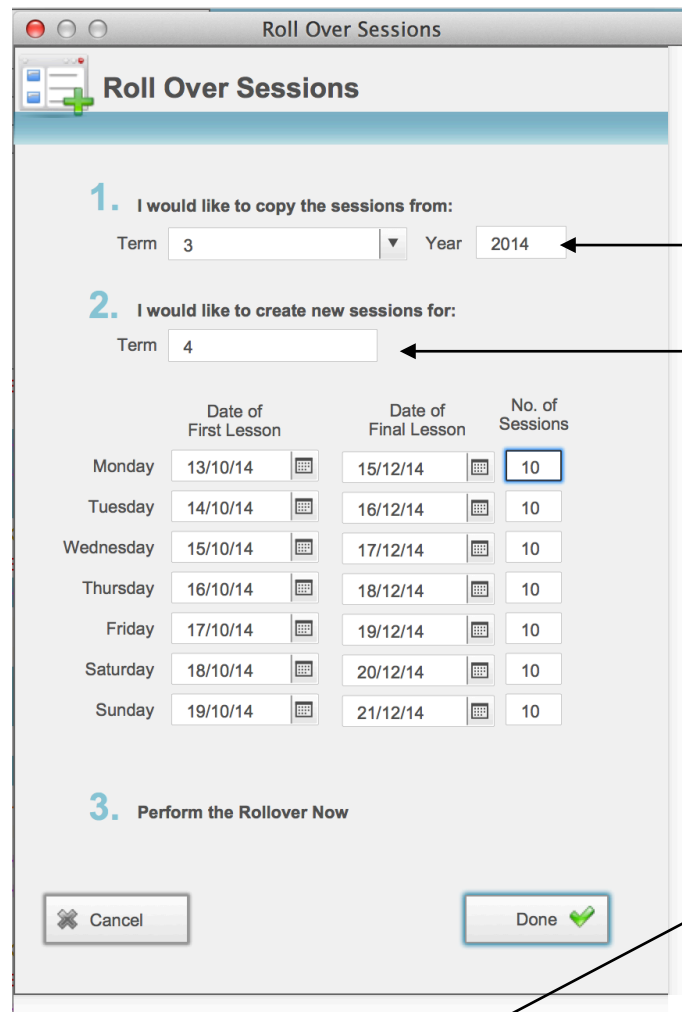
### Rollover Current Term Sessions

Two key processes are performed during the rollover; the selected term sessions are copied and the new sessions are created. At no time during the rollover is any information overwritten. At the end of the process you will have your original timetable as well as a copy of your new timetable.

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Session** icon



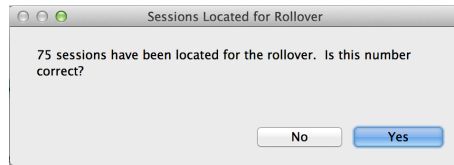
1. Go to the **Scripts** menu to select **Rollover Sessions to Next Term**.
2. The **Rollover Sessions** dialog box will be displayed on your screen.
3. At Step 1 of the dialog you are required to enter the Term/Block and Year you wish to rollover (your current term).



|           | Date of First Lesson | Date of Final Lesson | No. of Sessions |
|-----------|----------------------|----------------------|-----------------|
| Monday    | 13/10/14             | 15/12/14             | 10              |
| Tuesday   | 14/10/14             | 16/12/14             | 10              |
| Wednesday | 15/10/14             | 17/12/14             | 10              |
| Thursday  | 16/10/14             | 18/12/14             | 10              |
| Friday    | 17/10/14             | 19/12/14             | 10              |
| Saturday  | 18/10/14             | 20/12/14             | 10              |
| Sunday    | 19/10/14             | 21/12/14             | 10              |

4. At Step 2 enter the name of the Term/Block that you would like to create.
5. Enter the start date and end dates for each weekday of the new block. After entering the Monday dates Splash will automatically fill the remaining dates. Amend any date, which is not displayed correctly.

6. Enter the number of sessions that will be conducted during the block for each day of the week.
7. Click the **Done** button.
8. Splash will display a dialog confirming the number of sessions that have been located for the rollover. Click **Yes** to continue, or **No** to exit the rollover.



9. Splash will now export the selected sessions and reimport them as a copy for next term. When this process is complete the new timetable will be displayed on your screen. Each record will contain with the same weekday, time, and instructor as was defined in the term you have copied. The start date and term/year fields will be updated to display the details of the coming term.

You have now successfully rolled over from one term to the next. If you wish to copy your bookings as well please see the instructions for “Rolling Over Bookings to Next Term”.

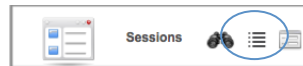
## Importing Session Data

When you import data, you're bringing data from another file into Splash. When you import data into an existing FileMaker Pro file, you can:

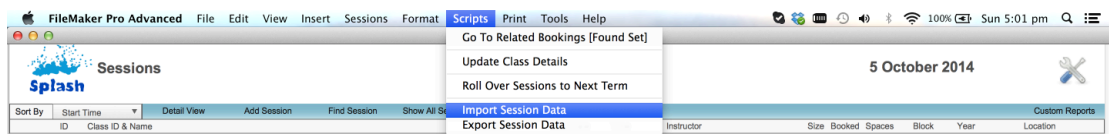
- add new records from the source file
- update records with information from the source file
- update matching records with information from the source file

### Importing Records from Excel

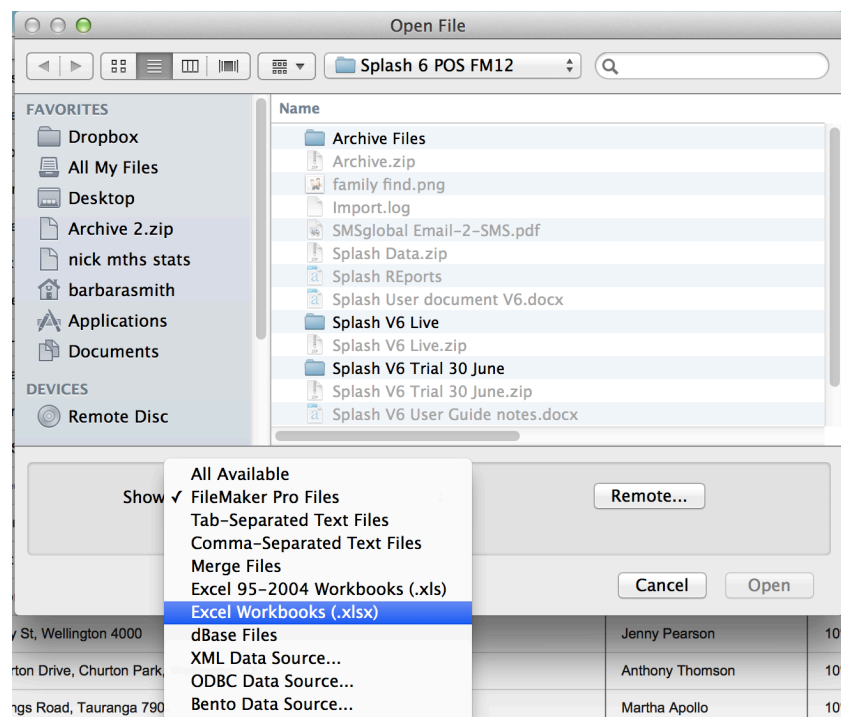
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Session List** icon



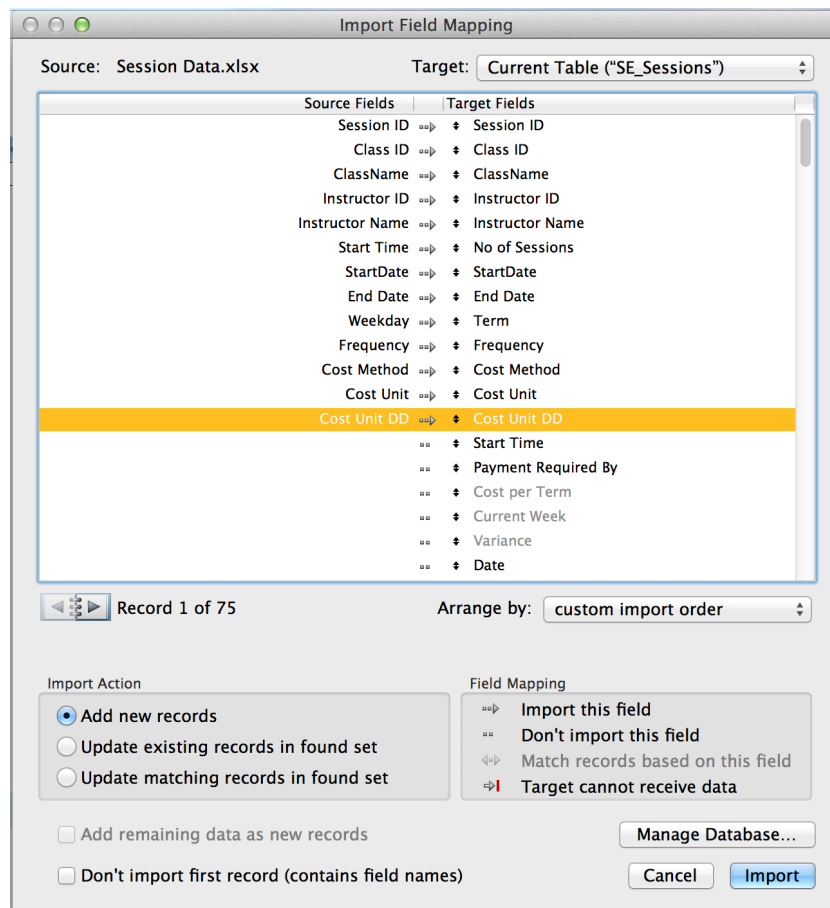
3. The Session List View screen will be displayed.
4. Select **Import Session Data** from the **Scripts** menu.



5. The **Open File** dialog will be displayed on your screen.
6. Locate the file containing the data you wish to import and click the **Open** button.



7. The Import Field Mapping dialog will be displayed on your screen.



8. In the **Import Action** area, choose the type of import to perform.

To add new records to the end of the target file – select **Add New Records**



To update the found set of records in the target file with the records you're importing – select **Update existing records in found set**.

To update data in the target file with the data from matching records in the source – select **Update matching records in the found set**.

9. If the first record of the data you're importing contains field names (column headings) instead of data, select **Don't import first record (contains field names)**.

Selecting **Don't import first record (contains field names)** skips the first record during import.

10. Drag fields in the Target Field column to align with fields in the Source Field column to indicate where data will be imported or updated.

To align a field, move the pointer over the  icon next to a target field name in the list. When the pointer changes to a double arrow , drag the field to a new location.

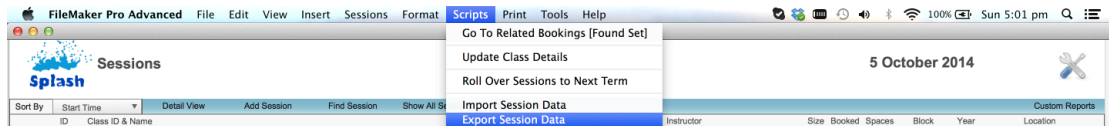
11. When all fields have been aligned correctly, click the **Import** button.

## Exporting Session Data

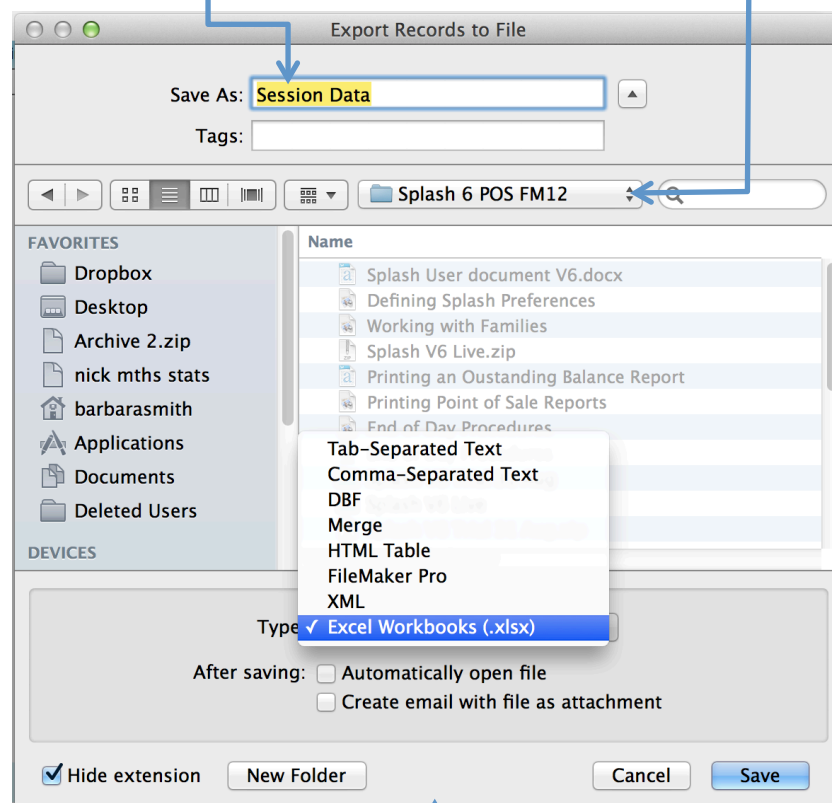
You can export Splash data to a new file and then open it in another application. For example, you can export Splash data as a spreadsheet for use in Microsoft Excel. Use the export function when you want to export records in the found set of records.

### Exporting Records to Excel

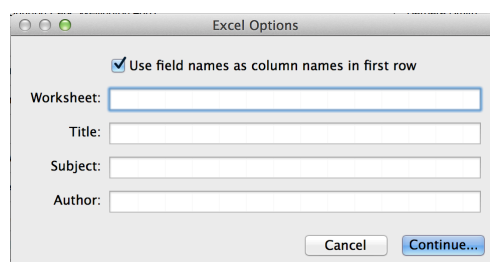
1. Use the **Finding a Session** function to locate the group of records you wish to export.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Export Session Data** from the **Scripts** menu.



4. The **Export Records to File** dialog will be displayed on your screen.
5. Enter the name you wish to call your file and choose a location to store the file.

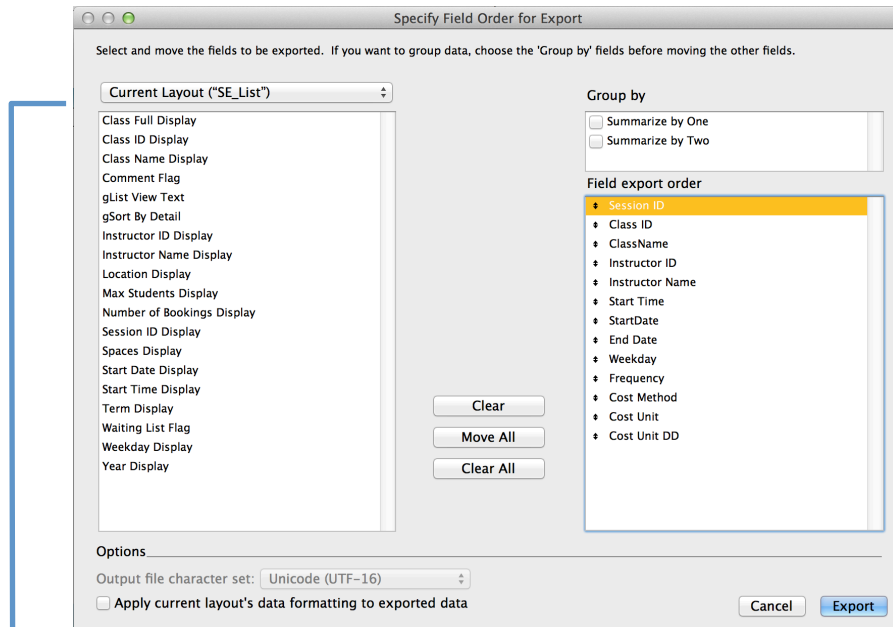


6. Choose a file type from the **Save as Type (Type)** field and click the **Save** button.
7. The Excel Options dialog box will be displayed on your screen. If you wish to name the worksheet the data is being exported to enter it in the Worksheet field. Click **Continue**.

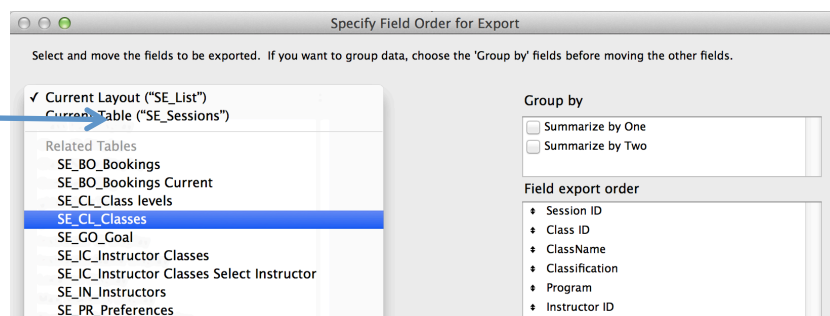




8. The **Specify Field Order for Export** dialog will be displayed on your screen. Use this dialog to indicate the order of the fields in which Splash will export the data.
9. All fields displayed in the **Field Export Order** list will be exported.
10. To move a field to the **Field Export Order** simply double-click the field name on the left of the screen.



11. To include a related field choose the name of the related table from the list in the upper left of the dialog, then double-click the required field.



12. When all the required fields are displayed in the Field Export Order list click the **Export** button.

13. The Excel file will be saved to your computer ready for use.

| Session ID | Class ID | ClassName | Instructor ID | Instructor Name | Start Time | StartDate  | End Date   | Weekday   | Frequency | Cost Method      |
|------------|----------|-----------|---------------|-----------------|------------|------------|------------|-----------|-----------|------------------|
| 7500 dol   |          | Dolphins  | BS            | Barbara Smith   | 14:00:00   | 08/07/2014 | 27/09/2014 | Tuesday   | Weekly    | Cost Per Session |
| 7513 dol   |          | Dolphins  | BS            | Barbara Smith   | 14:30:00   | 09/07/2014 | 28/09/2014 | Wednesday | Weekly    | Cost Per Session |
| 7515 DOL   |          | Sharks    | BS            | Barbara Smith   | 06:30:00   | 11/07/2014 | 30/09/2014 | Friday    | Weekly    | Cost Per Session |
| 7556 DOL   |          | Dolphins  | BS            | Barbara Smith   | 09:30:00   | 13/07/2014 | 02/10/2014 | Sunday    | Daily     | Cost Per Session |
| 7457 DOL   |          | Dolphins  | BS            | Barbara Smith   | 09:00:00   | 13/07/2014 | 02/10/2014 | Sunday    | Weekly    | Cost Per Session |
| 7459 PEN   |          | Penguins  | BS            | Barbara Smith   | 09:00:00   | 11/07/2014 | 30/09/2014 | Friday    | Weekly    | Cost Per Session |
| 7464 wha   |          | Whales    | BS            | Barbara Smith   | 13:30:00   | 13/07/2014 | 02/10/2014 | Sunday    | Weekly    | Cost Per Session |
| 7467 tur   |          | Turtles   | BS            | Barbara Smith   | 10:00:00   | 13/07/2014 | 02/10/2014 | Sunday    | Weekly    | Cost Per Session |
| 7468 tur   |          | Turtles   | BS            | Barbara Smith   | 10:30:00   | 13/07/2014 | 02/10/2014 | Sunday    | Weekly    | Cost Per Session |
| 7470 sea   |          | Seals     | BS            | Barbara Smith   | 10:30:00   | 13/07/2014 | 02/10/2014 | Sunday    | Weekly    | Cost Per Session |
| 7471 sea   |          | Seals     | BS            | Barbara Smith   | 11:00:00   | 13/07/2014 | 02/10/2014 | Sunday    | Weekly    | Cost Per Session |
| 7473 PEN   |          | Penguins  | BS            | Barbara Smith   | 09:00:00   | 12/07/2014 | 01/10/2014 | Saturday  | Weekly    | Cost Per Session |

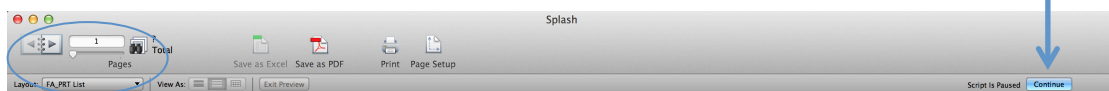
## Printing Session Reports

You must be in the Sessions module of Splash to print the following reports. All reports are generated from the Print menu.

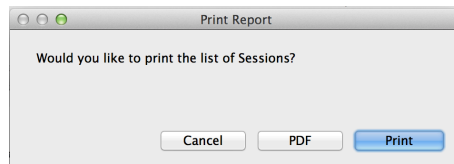
### Printing a List of Sessions

This report provides a printed list of the found set of sessions. This report displays many of the same details and the session list view.

1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **List of ...** from the Print menu and select **Sessions** from the pop-out menu displayed.
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).



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



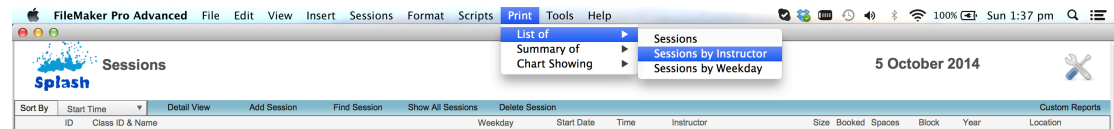
6. Click **OK** to print the report, **PDF** to save the report as a PDF, or **Cancel** to return to your original screen without printing.

| List of Sessions |          |         |            |                |            |          |        |
|------------------|----------|---------|------------|----------------|------------|----------|--------|
| Weekday          | Time     | Session | Class Name | Instructor     | Class Size | Bookings | Spaces |
| Wednesday        | 9:00 AM  | 7038    | Assessment | Barbara Smith  | 6          | 0        | 6      |
| Tuesday          | 9:00 AM  | 1771    | Seals      | Barbara Smith  | 4          | 3        | 1      |
| Tuesday          | 10:30 AM | 1772    | Turtles    | Dave Smith     | 8          | 3        | 5      |
| Tuesday          | 9:00 AM  | 1773    | Penguins   | Barbara Smith  | 4          | 0        | 4      |
| Tuesday          | 2:00 PM  | 1774    | Dolphins   | Brian Thomson  | 4          | 0        | 4      |
| Tuesday          | 9:00 AM  | 1775    | Seals      | Dave Smith     | 4          | 3        | 1      |
| Tuesday          | 1:00 PM  | 1776    | Seals      | Brian Thomson  | 4          | 2        | 2      |
| Tuesday          | 1:00 PM  | 1777    | Sharks     | Brian Thomson  | 6          | 1        | 5      |
| Tuesday          | 1:30 PM  | 1778    | Whales     | Barbara Smith  | 10         | 1        | 9      |
| Tuesday          | 1:30 PM  | 1779    | Dolphins   | Brian Thomson  | 4          | 1        | 3      |
| Tuesday          | 9:30 AM  | 1780    | Turtles    | Lynda Wightman | 8          | 1        | 7      |
| Wednesday        | 10:00 AM | 1781    | Turtles    | Lynda Wightman | 8          | 0        | 8      |
| Tuesday          | 10:30 AM | 1782    | Turtles    | Lynda Wightman | 8          | 1        | 7      |
| Tuesday          | 10:30 AM | 1783    | Seals      | Barbara Smith  | 4          | 4        | 0      |

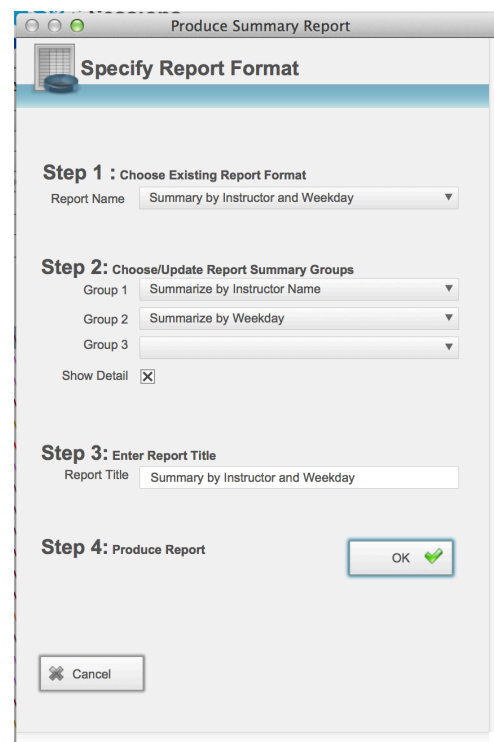
## Printing a List of Sessions by Instructor

This report displays the occupancy rates and total number of bookings received for each session for a selected day. The information in this report is grouped by Instructor and Weekday.

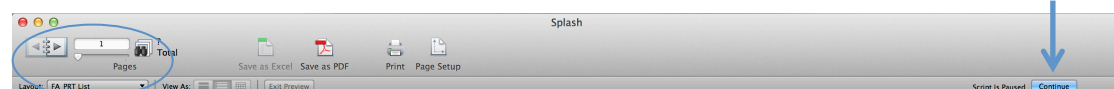
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **List of ...** from the Print menu and select **Sessions by Instructor** from the pop-out menu displayed.



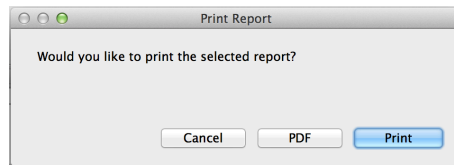
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Summary by Instructor and Weekday  
Step 2 = Group 1 set to Summarize by Instructor,  
Group 2 set to Summarize by Weekday  
Step 3 = Report Name set to Summary by Instructor and Weekday
6. Amend any of the above steps or include additional grouping options at Step 2 and click the **OK** button.



7. 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).



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



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

#### *Print Report by Instructor (Show Detail)*

When the Summary Report dialog is displayed on your screen you have the choice to include or exclude detail in the report. The sample below shows the report when Show Detail is selected.

| Summary of Sessions               |     |          |    | # of Sessions | Bookings | Current Catchups | Spaces | Avg Class Size | % Full |
|-----------------------------------|-----|----------|----|---------------|----------|------------------|--------|----------------|--------|
| Summary by Instructor and Weekday |     |          |    |               |          |                  |        |                |        |
| Barbara Smith                     |     |          |    | 458           | 319      | 0                | 2140   | 0.7            | 16%    |
| Friday                            |     |          |    | 32            | 8        | 0                | 168    | 0.3            | 6%     |
| 1:30 PM                           | Fri | Whales   | BS | 0             |          |                  | 10     |                |        |
| 10:30 AM                          | Fri | Seals    | BS | 0             |          |                  | 4      |                |        |
| 11:00 AM                          | Fri | Seals    | BS | 0             |          |                  | 4      |                |        |
| 6:30 AM                           | Fri | Sharks   | BS | 0             |          |                  | 6      |                |        |
| 9:00 AM                           | Fri | Penguins | bs | 0             |          |                  | 4      |                |        |
| 1:30 PM                           | Fri | Whales   | BS | 0             |          |                  | 10     |                |        |
| 9:30 AM                           | Fri | Seals    | BS | 1             |          |                  | 3      |                |        |

#### *Print Report by Instructor (No Detail)*

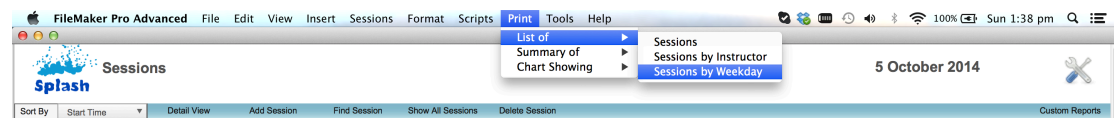
When the Summary Report dialog is displayed on your screen you have the choice to include or exclude detail in the report. The sample below shows the report when Show Detail is NOT selected.

| Summary of Sessions               |  | # of Sessions | Bookings | Current Catchups | Spaces | Avg Class Size | % Full |
|-----------------------------------|--|---------------|----------|------------------|--------|----------------|--------|
| Summary by Instructor and Weekday |  |               |          |                  |        |                |        |
| Barbara Smith                     |  | 458           | 319      | 0                | 2140   | 0.7            | 16%    |
| Friday                            |  | 32            | 8        | 0                | 168    | 0.3            | 6%     |
| Monday                            |  | 59            | 108      | 0                | 236    | 1.8            | 44%    |
| Saturday                          |  | 75            | 11       | 0                | 391    | 0.1            | 4%     |
| Sunday                            |  | 114           | 76       | 0                | 532    | 0.6            | 14%    |
| Thursday                          |  | 50            | 1        | 0                | 259    | 0.0            | 1%     |
| Tuesday                           |  | 45            | 34       | 0                | 186    | 0.7            | 17%    |
| Wednesday                         |  | 83            | 81       | 0                | 368    | 0.9            | 21%    |

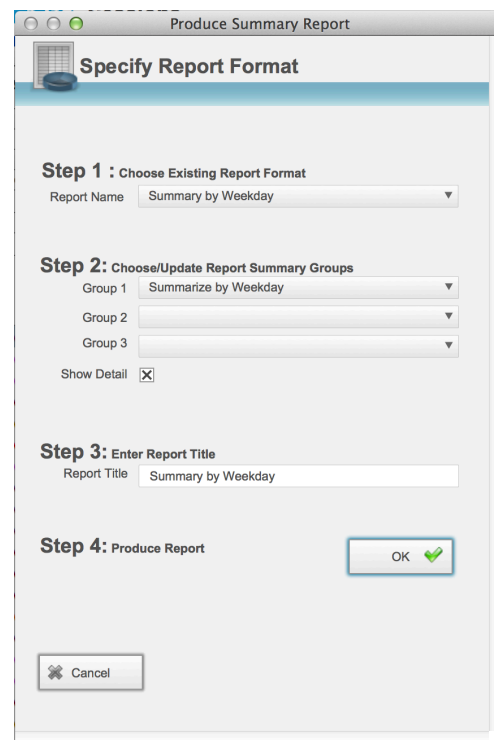
## Printing a List of Sessions by Weekday

This report displays the occupancy rates and total number of bookings received for each session for a selected day. The information in this report is grouped by Weekday.

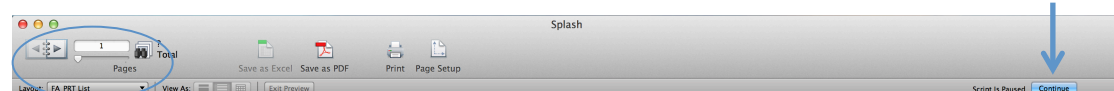
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **List of ...** from the Print menu and select **Sessions by Weekday** from the pop-out menu displayed.



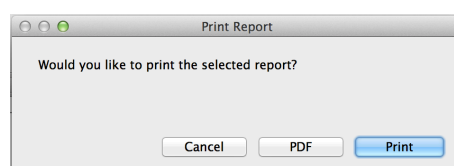
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Summary by Weekday  
Step 2 = Group 1 set to Summarize by Weekday,  
Step 3 = Report Name set to Summary by Weekday
6. Amend any of the above steps or include additional grouping options at Step 2 and click the **OK** button.



7. 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).



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



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

*Print Report by Weekday (Show Detail)*

When the Summary Report dialog is displayed on your screen you have the choice to include or exclude detail in the report. The sample below shows the report when Show Detail is selected.

| <b>Summary of Sessions</b> |     |          |    |               |          |                  |        |
|----------------------------|-----|----------|----|---------------|----------|------------------|--------|
| Summary by Weekday         |     |          |    | # of Sessions | Bookings | Current Catchups | % Full |
| Friday                     |     |          |    | 93            | 32       | 0                | 505    |
| 1:00 PM                    | Fri | Sharks   | BT | 0             | 6        |                  |        |
| 1:30 PM                    | Fri | Whales   | BS | 0             | 10       |                  |        |
| 1:30 PM                    | Fri | Dolphins | BT | 0             | 4        |                  |        |
| 9:30 AM                    | Fri | Turtles  | LW | 0             | 8        |                  |        |
| 10:00 AM                   | Fri | Turtles  | LW | 0             | 8        |                  |        |
| 10:30 AM                   | Fri | Turtles  | LW | 0             | 8        |                  |        |
| 9:30 AM                    | Fri | Seals    | ds | 0             | 4        |                  |        |
| 10:30 AM                   | Fri | Seals    | BS | 0             | 4        |                  |        |
| 11:00 AM                   | Fri | Seals    | BS | 0             | 4        |                  |        |
| 6:30 AM                    | Fri | Sharks   | BS | 0             | 6        |                  |        |
| 9:00 AM                    | Fri | Penguins | bs | 0             | 4        |                  |        |

*Print Report by Weekday (No Detail)*

When the Summary Report dialog is displayed on your screen you have the choice to include or exclude detail in the report. The sample below shows the report when Show Detail is NOT selected.

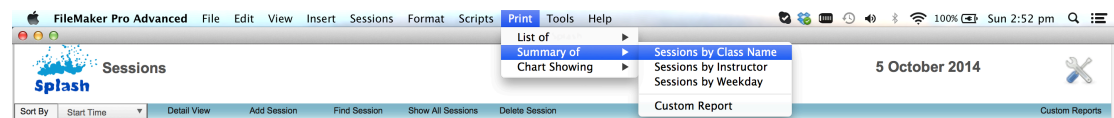
| <b>Summary of Sessions</b> |  |  |  |               |          |                  |        |
|----------------------------|--|--|--|---------------|----------|------------------|--------|
| Summary by Weekday         |  |  |  | # of Sessions | Bookings | Current Catchups | % Full |
| Friday                     |  |  |  | 93            | 32       | 0                | 505    |
| Monday                     |  |  |  | 148           | 274      | 0                | 624    |
| Saturday                   |  |  |  | 218           | 66       | 0                | 1260   |
| Sunday                     |  |  |  | 242           | 164      | 0                | 1258   |
| Thursday                   |  |  |  | 134           | 4        | 0                | 838    |
| Tuesday                    |  |  |  | 86            | 63       | 0                | 442    |
| Wednesday                  |  |  |  | 206           | 244      | 2                | 1021   |

## Printing a Summary of Sessions by Class Name

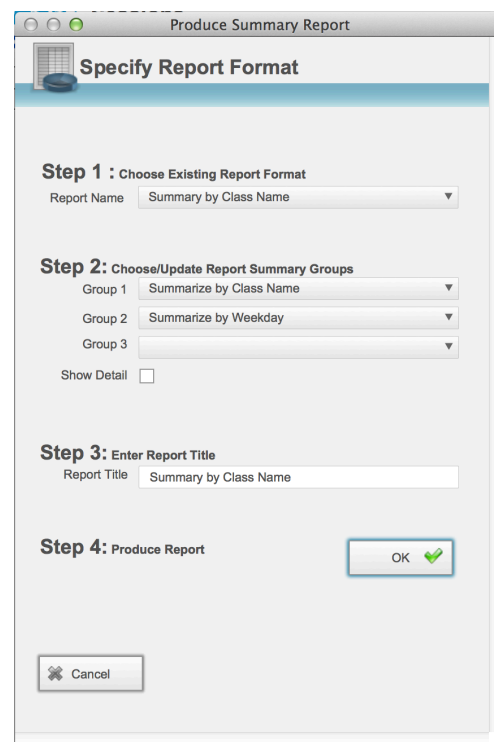
This report displays the average class size, total number of bookings, and spaces remaining for each class type on a selected day.

The information in this report is grouped by Class Name and Weekday.

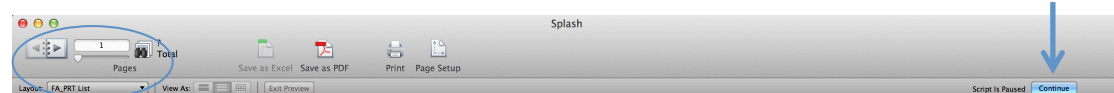
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Summary of ...** from the Print menu and select **Sessions by Class Name** from the pop-out menu displayed.



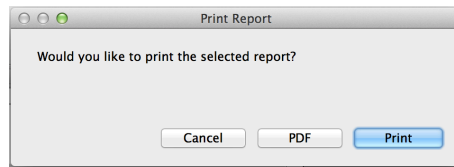
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Summary by Instructor and Weekday  
Step 2 = Group 1 set to Summarize by Instructor,  
Group 2 set to Summarize by Weekday  
Step 3 = Report Name set to Summary by Instructor and Weekday
6. Amend any of the above steps or include additional grouping options at Step 2 and click the **OK** button.



7. 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).



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



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

#### *Print Report by Class Name (Show Detail)*

When the Summary Report dialog is displayed on your screen you have the choice to include or exclude detail in the report. The sample below shows the report when Show Detail is selected.

| Summary of Sessions   |     |          |    | # of Sessions | Bookings | Current Catchups | Spaces | Avg Class Size | % Full |
|-----------------------|-----|----------|----|---------------|----------|------------------|--------|----------------|--------|
| Summary by Class Name |     |          |    |               |          |                  |        |                |        |
| <b>Dolphins</b>       |     |          |    | 22            | 27       | 0                | 64     | 1.1            | 27%    |
| Friday                |     |          |    | 3             | 2        | 0                | 10     | 0.7            | 17%    |
| 2:00 PM               | Fri | Dolphins | BT | 2             |          |                  | 2      |                |        |
| 9:30 AM               | Fri | Dolphins | BS | 0             |          |                  | 4      |                |        |
| 1:30 PM               | Fri | Dolphins | BT | 0             |          |                  | 4      |                |        |
| Saturday              |     |          |    | 5             | 2        | 0                | 18     | 0.4            | 10%    |
| 9:30 AM               | Sat | Dolphins | BT | 1             |          |                  | 3      |                |        |
| 2:00 PM               | Sat | Dolphins | BT | 1             |          |                  | 3      |                |        |
| 9:30 AM               | Sat | Dolphins | BT | 0             |          |                  | 4      |                |        |
| 1:30 PM               | Sat | Dolphins | BT | 0             |          |                  | 4      |                |        |
| 9:30 AM               | Sat | Dolphins | BS | 0             |          |                  | 4      |                |        |

#### *Print Report by Class Name (No Detail)*

When the Summary Report dialog is displayed on your screen you have the choice to include or exclude detail in the report. The sample below shows the report when Show Detail is NOT selected.

| Summary of Sessions   |  |  |  | # of Sessions | Bookings | Current Catchups | Spaces | Avg Class Size | % Full |
|-----------------------|--|--|--|---------------|----------|------------------|--------|----------------|--------|
| Summary by Class Name |  |  |  |               |          |                  |        |                |        |
| <b>Dolphins</b>       |  |  |  | 22            | 27       | 0                | 64     | 1.1            | 27%    |
| Friday                |  |  |  | 3             | 2        | 0                | 10     | 0.7            | 17%    |
| Saturday              |  |  |  | 5             | 2        | 0                | 18     | 0.4            | 10%    |
| Sunday                |  |  |  | 7             | 10       | 0                | 20     | 1.1            | 29%    |
| Thursday              |  |  |  | 1             |          |                  | 4      | 0.0            | 0%     |
| Tuesday               |  |  |  | 3             | 2        | 0                | 10     | 0.7            | 17%    |
| Wednesday             |  |  |  | 3             | 11       | 0                | 2      | 3.3            | 83%    |

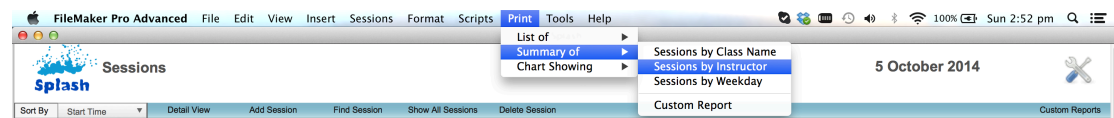


## Printing a Summary of Sessions by Instructor

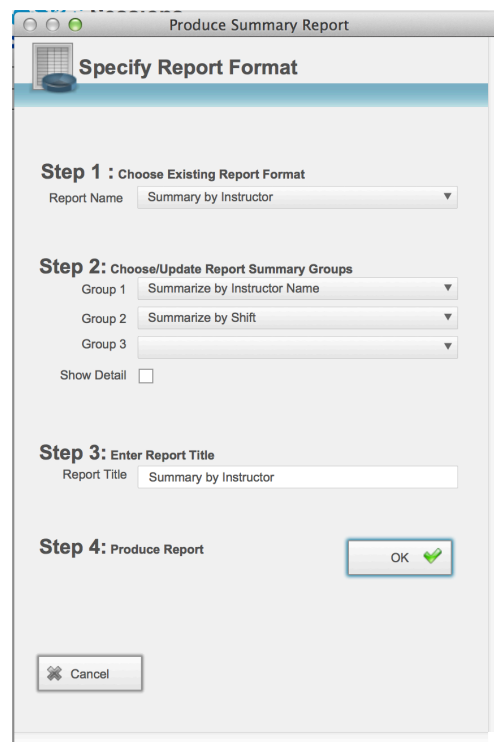
This report displays the average class size, total number of bookings, and spaces remaining for each class on a selected day.

The information in this report is grouped by Instructor and Shift.

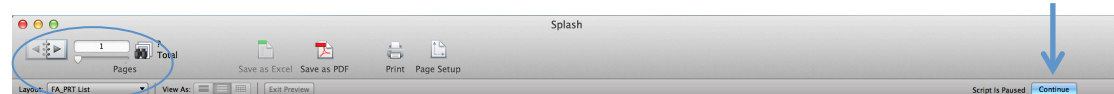
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Summary of ...** from the Print menu and select **Sessions by Instructor** from the pop-out menu displayed.



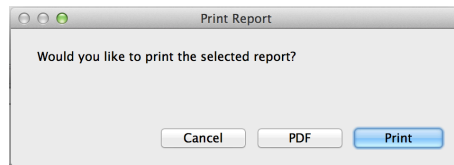
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Summary by Instructor  
Step 2 = Group 1 set to Summarize by Instructor Name,  
Group 2 set to Summarize by Shift  
Step 3 = Report Name set to Summary by Instructor
6. Amend any of the above steps or include additional grouping options at Step 2 and click the **OK** button.



7. 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).



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



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

#### *Print Report by Instructor (Show Detail)*

When the Summary Report dialog is displayed on your screen you have the choice to include or exclude detail in the report. The sample below shows the report when Show Detail is selected.

| <b>Summary of Sessions</b><br>Summary by Instructor |     |          |    | # of Sessions | Bookings | Current Catchups | Spaces | Avg Class Size | % Full |
|---|-----|----------|----|---------------|----------|------------------|--------|----------------|--------|
| <b>Barbara Smith</b>                                |     |          |    | 35            | 33       | 0                | 168    | 0.7            | 16%    |
| Afternoon   |     |          |    | 2             | 6        | 0                | 2      | 3.0            | 75%    |
| 2:00 PM   | Tue | Dolphins | BS | 2             |          |                  | 2      |                |        |
| 2:30 PM   | Wed | Dolphins | BS | 4             |          |                  | 0      |                |        |
| Early   |     |          |    | 1             |          |                  | 6      | 0.0            | 0%     |
| 6:30 AM   | Fri | Sharks   | BS | 0             |          |                  | 6      |                |        |
| Morning   |     |          |    | 32            | 27       | 0                | 160    | 0.6            | 13%    |
| 9:30 AM   | Sun | Dolphins | BS | 1             |          |                  | 3      |                |        |
| 9:00 AM   | Sun | Dolphins | BS | 2             |          |                  | 2      |                |        |

#### *Print Report by Instructor (No Detail)*

When the Summary Report dialog is displayed on your screen you have the choice to include or exclude detail in the report. The sample below shows the report when Show Detail is NOT selected.

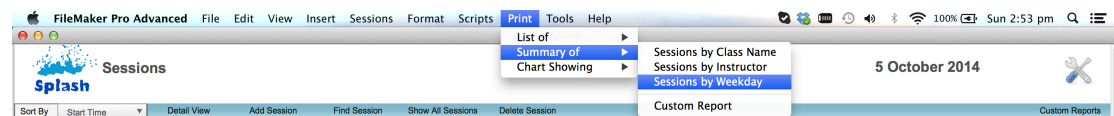
| <b>Summary of Sessions</b><br>Summary by Instructor |  |  |  | # of Sessions | Bookings | Current Catchups | Spaces | Avg Class Size | % Full |
|---|--|--|--|---------------|----------|------------------|--------|----------------|--------|
| <b>Barbara Smith</b>                                |  |  |  | 458           | 319      | 0                | 2140   | 0.7            | 16%    |
| Afternoon   |  |  |  | 7             | 20       | 0                | 8      | 2.9            | 71%    |
| Early   |  |  |  | 15            |          |                  | 90     | 0.0            | 0%     |
| Morning   |  |  |  | 436           | 299      | 0                | 2042   | 0.7            | 16%    |
| <b>Brian Thomson</b>                                |  |  |  | 356           | 259      | 0                | 1340   | 0.7            | 16%    |
| Afternoon   |  |  |  | 73            | 61       | 0                | 231    | 0.8            | 21%    |
| Morning   |  |  |  | 283           | 198      | 0                | 1109   | 0.7            | 15%    |
| <b>Dave Smith</b>                                   |  |  |  | 28            | 51       | 0                | 95     | 1.7            | 42%    |
| Afternoon   |  |  |  | 5             | 18       | 0                | 2      | 3.6            | 90%    |
| Morning   |  |  |  | 23            | 33       | 0                | 93     | 1.3            | 31%    |

### Printing a Summary of Sessions by Weekday

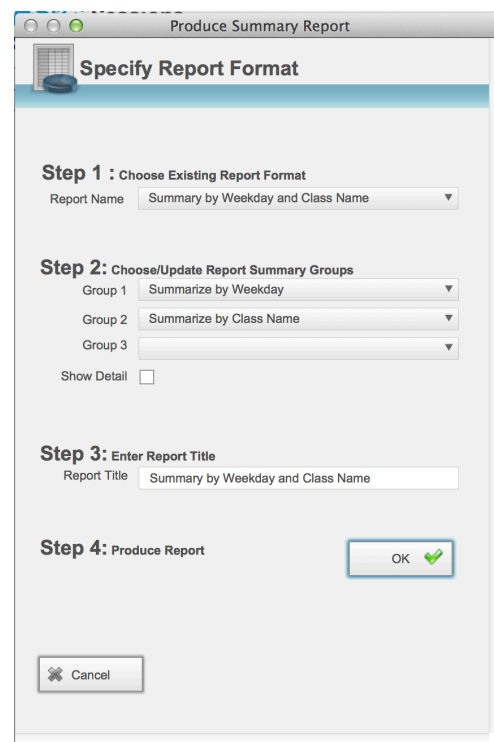
This report displays the average class size, total number of bookings, and spaces remaining for each class on a selected day.

The information in this report is grouped by Weekday and Class Name.

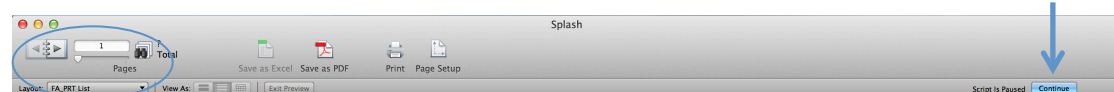
9. Use the **Finding a Session** function to locate the required sessions.
10. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
11. Select **Summary of ...** from the Print menu and select **Sessions by Weekday** from the pop-out menu displayed.



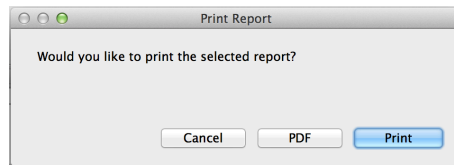
12. The Produce Summary Report dialog will be displayed on your screen.
13. Default data will be set at each of the three steps.
  - Step 1 = Summary by Instructor and Weekday
  - Step 2 = Group 1 set to Summarize by Weekday, Group 2 set to Summarize by Class Name
  - Step 3 = Report Name set to Summary by Weekday and Class Name
14. Amend any of the above steps or include additional grouping options at Step 2 and click the **OK** button.



15. 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).



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



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

#### *Print Report by Weekday (Show Detail)*

When the Summary Report dialog is displayed on your screen you have the choice to include or exclude detail in the report. The sample below shows the report when Show Detail is selected.

| <b>Summary of Sessions</b> |     |          |    |               |          |                  |        |
|----------------------------|-----|----------|----|---------------|----------|------------------|--------|
| Summary by Weekday         |     |          |    | # of Sessions | Bookings | Current Catchups | Spaces |
| Friday                     |     |          |    | 93            | 32       | 0                | 505    |
| 1:00 PM                    | Fri | Sharks   | BT | 0             | 6        |                  |        |
| 1:30 PM                    | Fri | Whales   | BS | 0             | 10       |                  |        |
| 1:30 PM                    | Fri | Dolphins | BT | 0             | 4        |                  |        |
| 9:30 AM                    | Fri | Turtles  | LW | 0             | 8        |                  |        |
| 10:00 AM                   | Fri | Turtles  | LW | 0             | 8        |                  |        |
| 10:30 AM                   | Fri | Turtles  | LW | 0             | 8        |                  |        |
| 9:30 AM                    | Fri | Seals    | ds | 0             | 4        |                  |        |
| 10:30 AM                   | Fri | Seals    | BS | 0             | 4        |                  |        |
| 11:00 AM                   | Fri | Seals    | BS | 0             | 4        |                  |        |
| 6:30 AM                    | Fri | Sharks   | BS | 0             | 6        |                  |        |
| 9:00 AM                    | Fri | Penguins | bs | 0             | 4        |                  |        |

#### *Print Report by Weekday (No Detail)*

When the Summary Report dialog is displayed on your screen you have the choice to include or exclude detail in the report. The sample below shows the report when Show Detail is NOT selected.

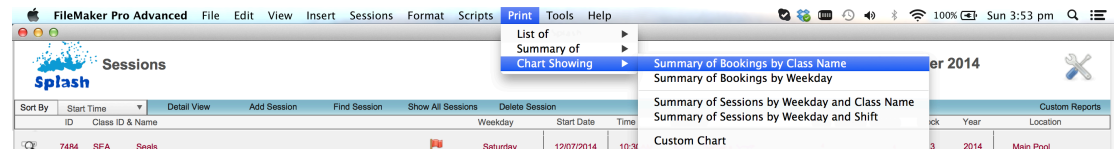
| <b>Summary of Sessions</b> |  |  |  |               |          |                  |        |
|----------------------------|--|--|--|---------------|----------|------------------|--------|
| Summary by Weekday         |  |  |  | # of Sessions | Bookings | Current Catchups | Spaces |
| Friday                     |  |  |  | 93            | 32       | 0                | 505    |
| Monday                     |  |  |  | 148           | 274      | 0                | 624    |
| Saturday                   |  |  |  | 218           | 66       | 0                | 1260   |
| Sunday                     |  |  |  | 242           | 164      | 0                | 1258   |
| Thursday                   |  |  |  | 134           | 4        | 0                | 838    |
| Tuesday                    |  |  |  | 86            | 63       | 0                | 442    |
| Wednesday                  |  |  |  | 206           | 244      | 2                | 1021   |

## Print Chart Showing Summary of Bookings by Class Name

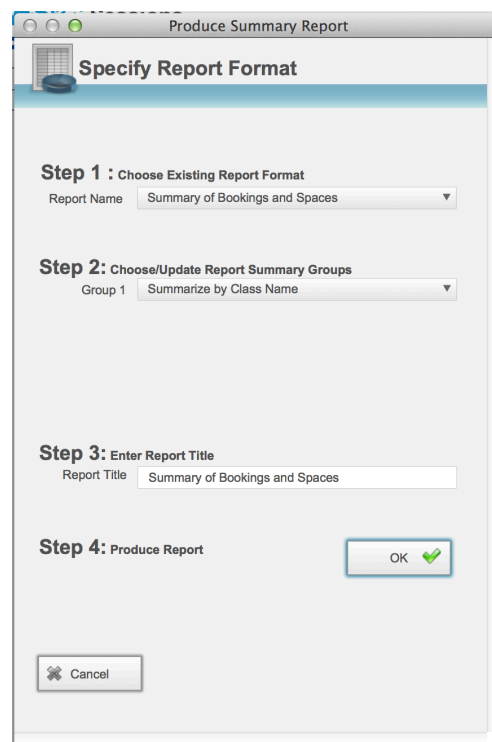
This report displays as a graph; it shows the number of bookings and the number of spaces remaining across each class type for the found set of records. The report can be customised to include exits.

The information in this report is grouped by Class Name.

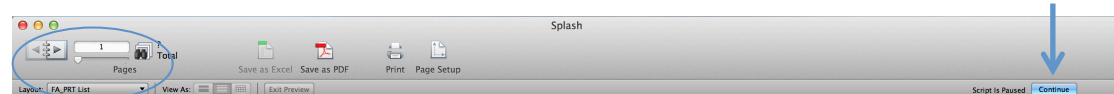
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Chart Showing ...** from the Print menu and select **Sessions by Class Name** from the pop-out menu displayed.

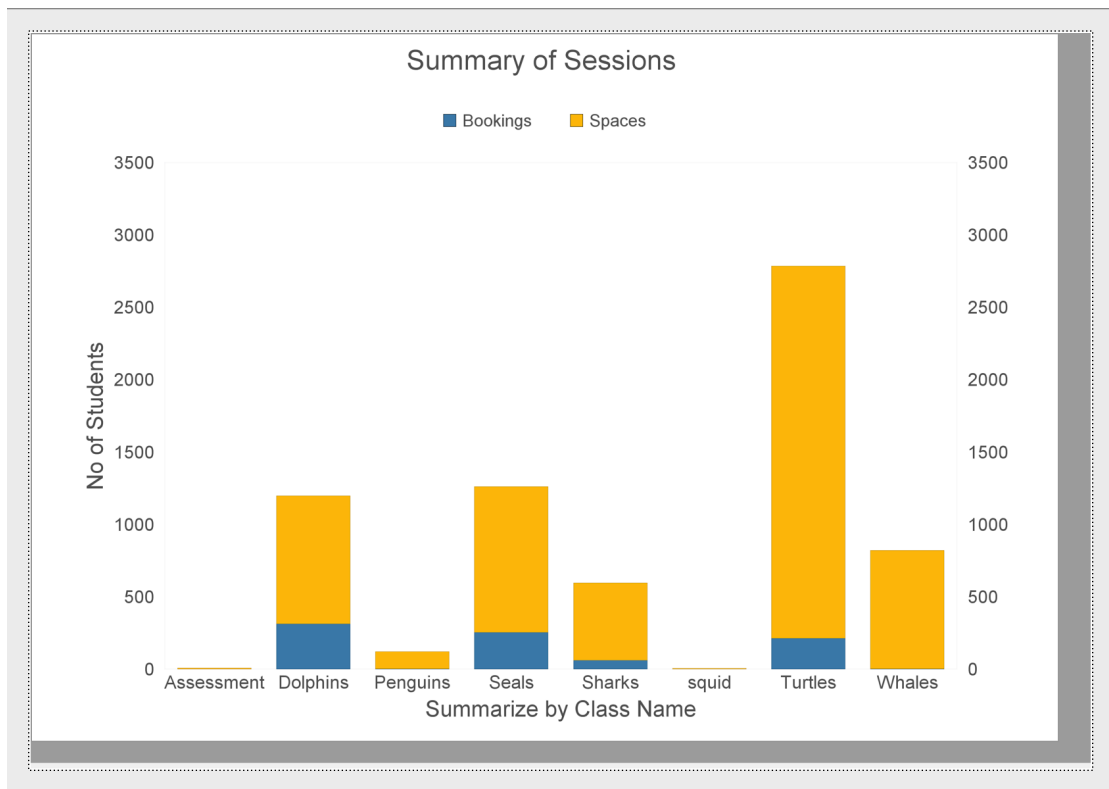


4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Summary of Bookings and Spaces  
Step 2 = Group 1 set to Summarize by Class Name  
Step 3 = Report Name set to Summary of Bookings and Spaces
6. Amend the grouping options at Step 2 if required and click the **OK** button.

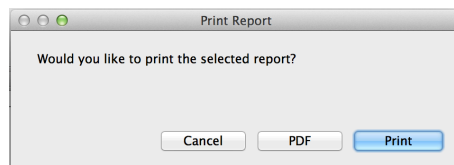


7. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).





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



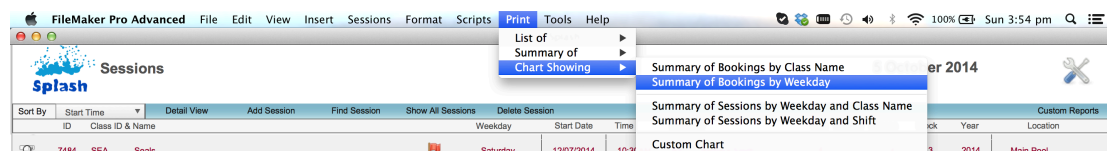
9. Click **OK** to print the report or Cancel to return to your original screen without printing.

## Print Chart Showing Summary of Bookings by Weekday

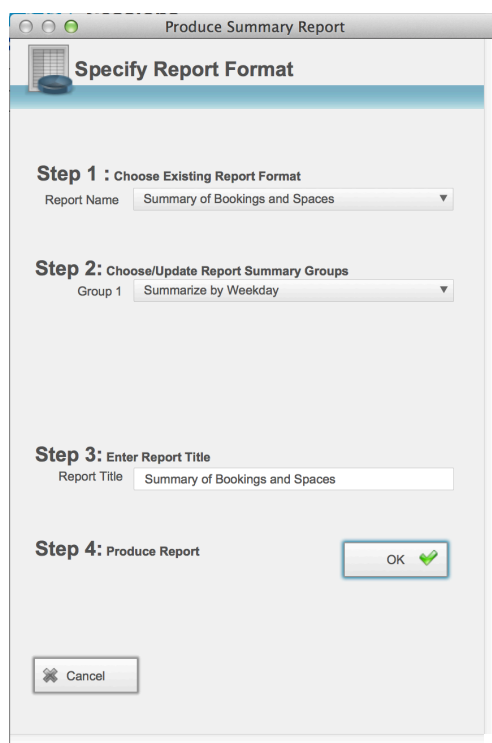
This report displays as a graph; it shows the number of bookings and the number of spaces remaining across each weekday for the found set of records. The report can be customised to include exits.

The information in this report is grouped by Weekday.

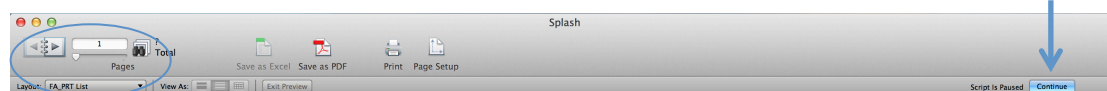
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Chart Showing ...** from the Print menu and select **Sessions by Weekday** from the pop-out menu displayed.

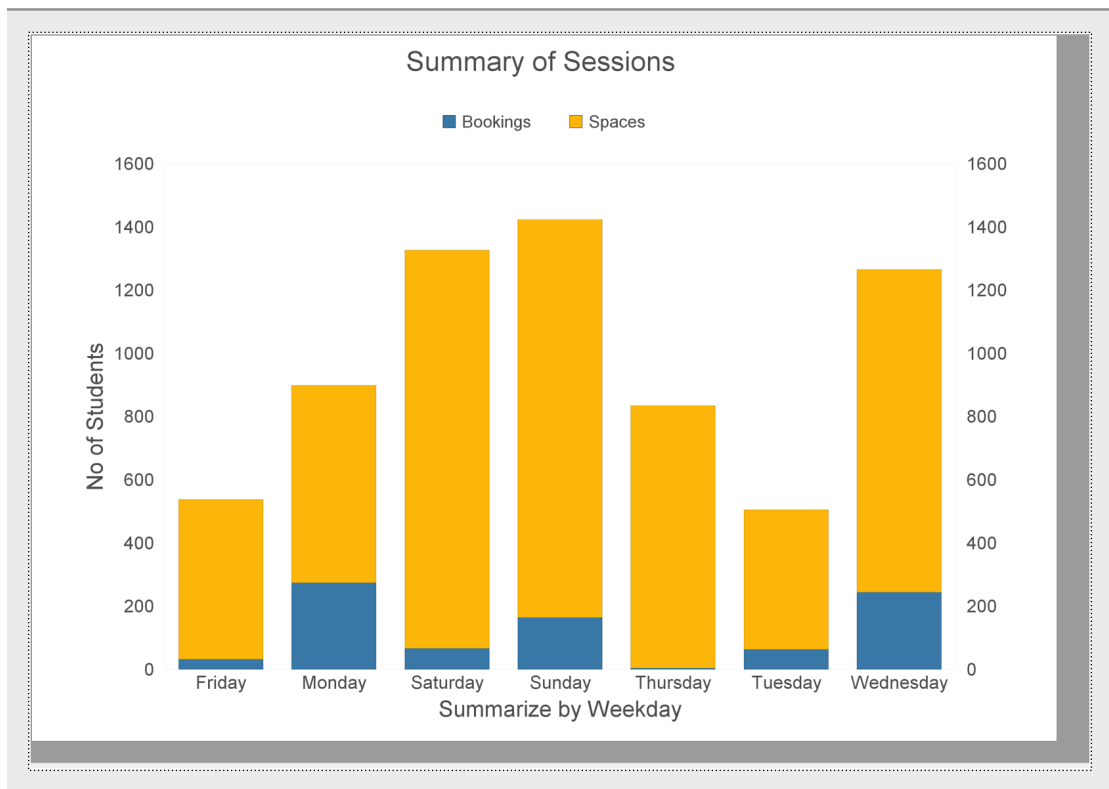


4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Summary of Bookings and Spaces  
Step 2 = Group 1 set to Summarize by Weekday  
Step 3 = Report Name set to Summary of Bookings and Spaces
6. Amend the grouping options at Step 2 if required and click the **OK** button.

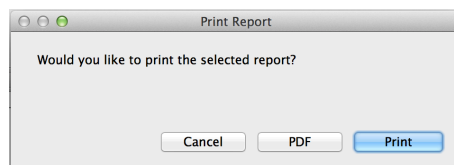


7. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the Continue button on the status panel (or press ENTER).





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



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

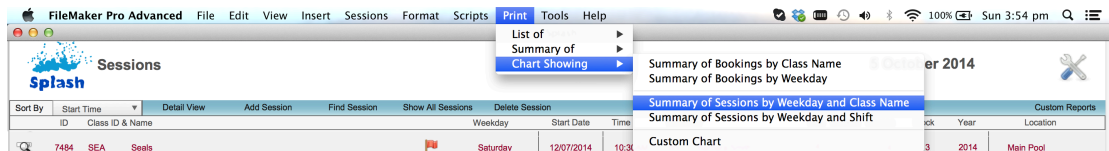


## Print Chart Showing Summary of Bookings by Weekday and Class Name

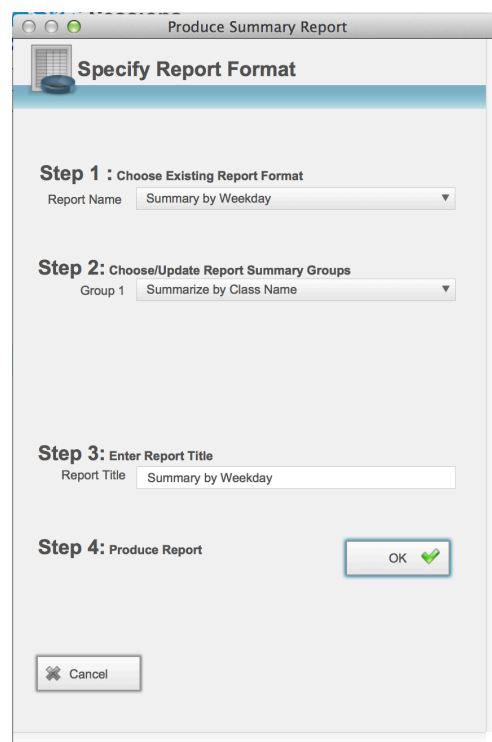
This report displays as a graph; it shows the number of bookings for each weekday within each class for the found set of records.

The information in this report is grouped by Weekday and Class Name.

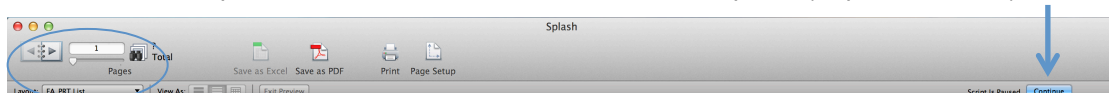
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Chart Showing ...** from the Print menu and select **Sessions by Weekday and Class Name** from the pop-out menu displayed.

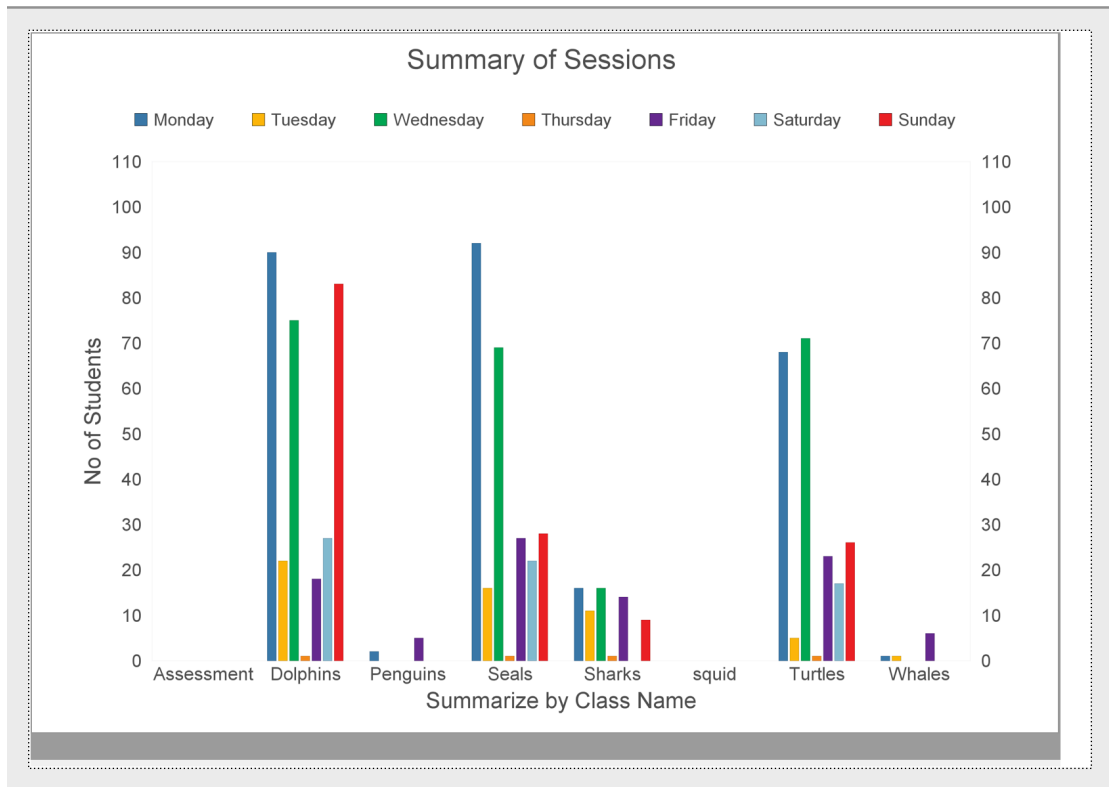


4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Summary by Weekday  
Step 2 = Group 1 set to Summarize by Class Name  
Step 3 = Report Name set to Summary by Weekday
6. Amend the grouping options at Step 2 if required and click the **OK** button.

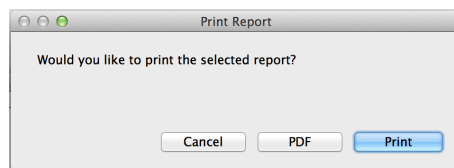


7. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the Continue button on the status panel (or press ENTER).





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



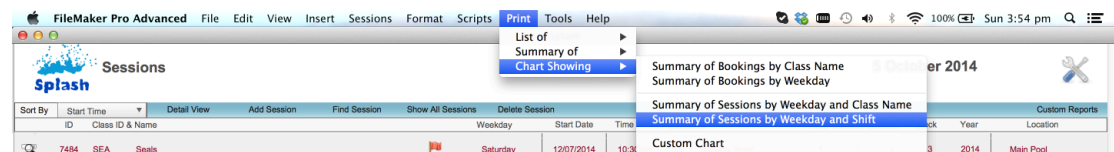
9. Click **OK** to print the report or Cancel to return to your original screen without printing.

## Print Chart Showing Summary of Bookings by Weekday and Shift

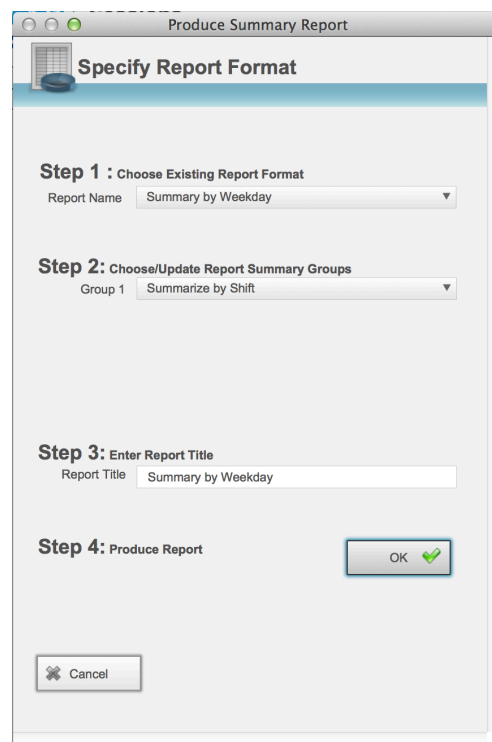
This report displays as a graph; it shows the number of bookings within each shift for each weekday for the found set of records.

The information in this report is grouped by Weekday.

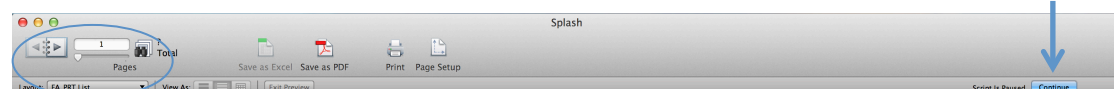
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Chart Showing ...** from the Print menu and select **Sessions by Weekday and Shift** from the pop-out menu displayed.

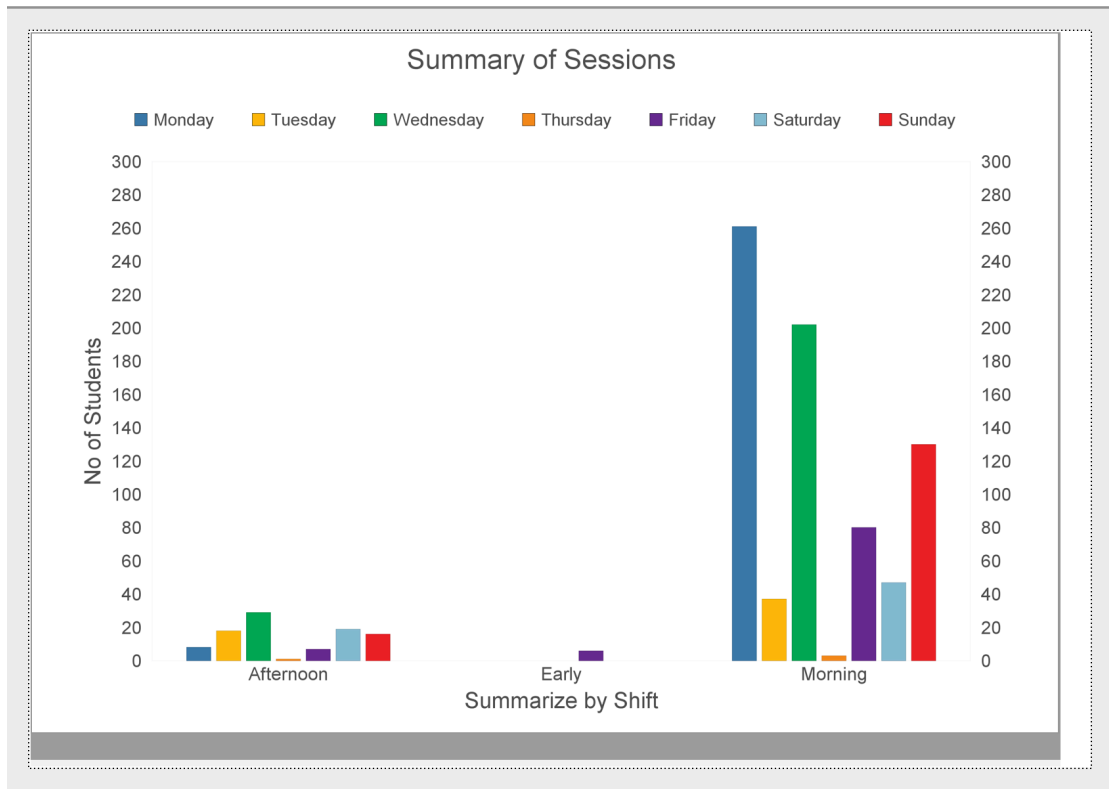


4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Summary by Weekday  
Step 2 = Group 1 set to Summarize by Shift  
Step 3 = Report Name set to Summary by Weekday.
6. Amend the grouping options at Step 2 if required and click the **OK** button.

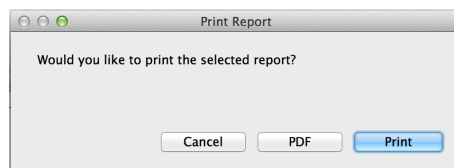


7. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the Continue button on the status panel (or press ENTER).





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



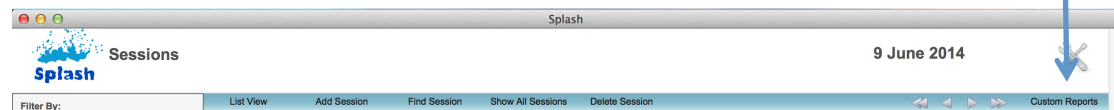
9. Click **OK** to print the report or Cancel to return to your original screen without printing.

## Printing a Custom Report

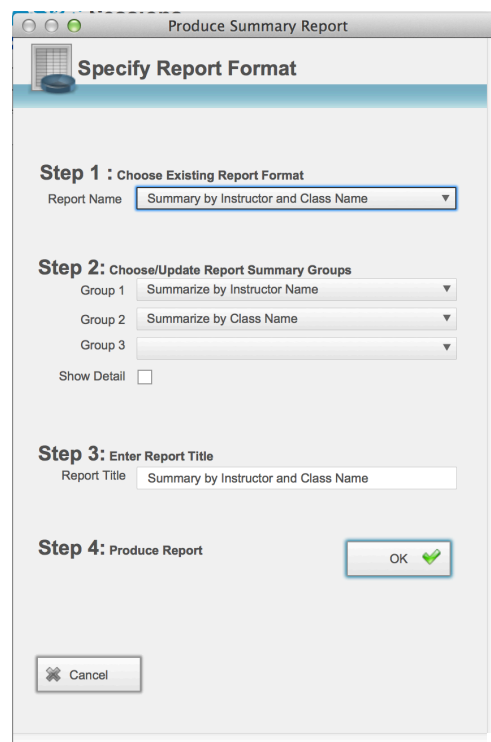
In addition to the generic student reports, Splash provides custom report writing. Custom reports are specific reports layouts where you can change the grouping for summary totals.

### Displaying the Custom Report Dialog

1. Use the **Finding a Session** function to locate the group of students you wish to include in your report.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Click once on the Custom Report button displayed in the blue stripe at the top of your screen.



4. The report writer will be displayed on your screen.



### Defining a Custom Report

The custom report dialog is divided into three steps. When you have completed each of the three sections you are ready to generate your report. Create your custom report by completing the steps outlined below:

1. Choose the Report Type
2. Choose the Reporting Groups.
3. Give your report a title.

The three fields displayed at **Step 2** are used to define how the information in your report will be structured. Summary totals will be displayed for each group you have defined at levels one, two and three.

If you wish to include detailed information about each family in your report, click the **Show Detail** button.

Step 2: Choose/Update Report Summary Groups

Group 1
Summarize by Instructor Name

Group 2
Summarize by Class Name

Group 3

Show Detail
☐

### Defining a Summary Report (Show Detail)

Information in the report below has been grouped by the categories defined above, however this time **Show Detail in Report** has been selected.

| Summary of Sessions                  |     |          |    | # of Sessions | Bookings | Current Catchups | Spaces | Avg Class Size | % Full |
|--------------------------------------|-----|----------|----|---------------|----------|------------------|--------|----------------|--------|
| Summary by Instructor and Class Name |     |          |    |               |          |                  |        |                |        |
| Barbara Smith                        |     |          |    | 35            | 32       | 0                | 162    | 0.7            | 15%    |
| Dolphins                             |     |          |    | 9             | 13       | 0                | 24     | 1.2            | 31%    |
| 9:30 AM                              | Sun | Dolphins | BS | 1             |          |                  | 3      |                |        |
| 9:00 AM                              | Sun | Dolphins | BS | 2             |          |                  | 2      |                |        |
| 9:30 AM                              | Sat | Dolphins | BS | 0             |          |                  | 4      |                |        |
| 9:30 AM                              | Fri | Dolphins | BS | 0             |          |                  | 4      |                |        |
| 2:00 PM                              | Tue | Dolphins | BS | 2             |          |                  | 2      |                |        |
| 9:30 AM                              | Tue | Dolphins | BS | 0             |          |                  | 4      |                |        |
| 2:30 PM                              | Wed | Dolphins | BS | 4             |          |                  | 0      |                |        |
| 9:00 AM                              | Sun | Dolphins | BS | 1             |          |                  | 3      |                |        |
| 9:30 AM                              | Sun | Dolphins | BS | 1             |          |                  | 2      |                |        |

If you wish to include detailed information about each session in your report, click the **Show Detail in Report** button.

### Defining a Summary Report (No Detail)

The sample report below demonstrates the use of the summary levels. Drop-down menus have been provided to assist you in structuring your report.

| Summary of Sessions                  |  |  |  | # of Sessions | Bookings | Current Catchups | Spaces | Avg Class Size | % Full |
|--------------------------------------|--|--|--|---------------|----------|------------------|--------|----------------|--------|
| Summary by Instructor and Class Name |  |  |  |               |          |                  |        |                |        |
| Barbara Smith                        |  |  |  | 35            | 32       | 0                | 162    | 0.7            | 15%    |
| Dolphins                             |  |  |  | 9             | 13       | 0                | 24     | 1.2            | 31%    |
| Penguins                             |  |  |  | 2             |          |                  | 8      | 0.0            | 0%     |
| Seals                                |  |  |  | 13            | 8        | 0                | 44     | 0.5            | 13%    |
| Sharks                               |  |  |  | 1             |          |                  | 6      | 0.0            | 0%     |
| Turtles                              |  |  |  | 4             | 11       | 0                | 20     | 1.8            | 23%    |
| Whales                               |  |  |  | 6             |          |                  | 60     | 0.0            | 0%     |