Splash V7

User Documentation - Sessions

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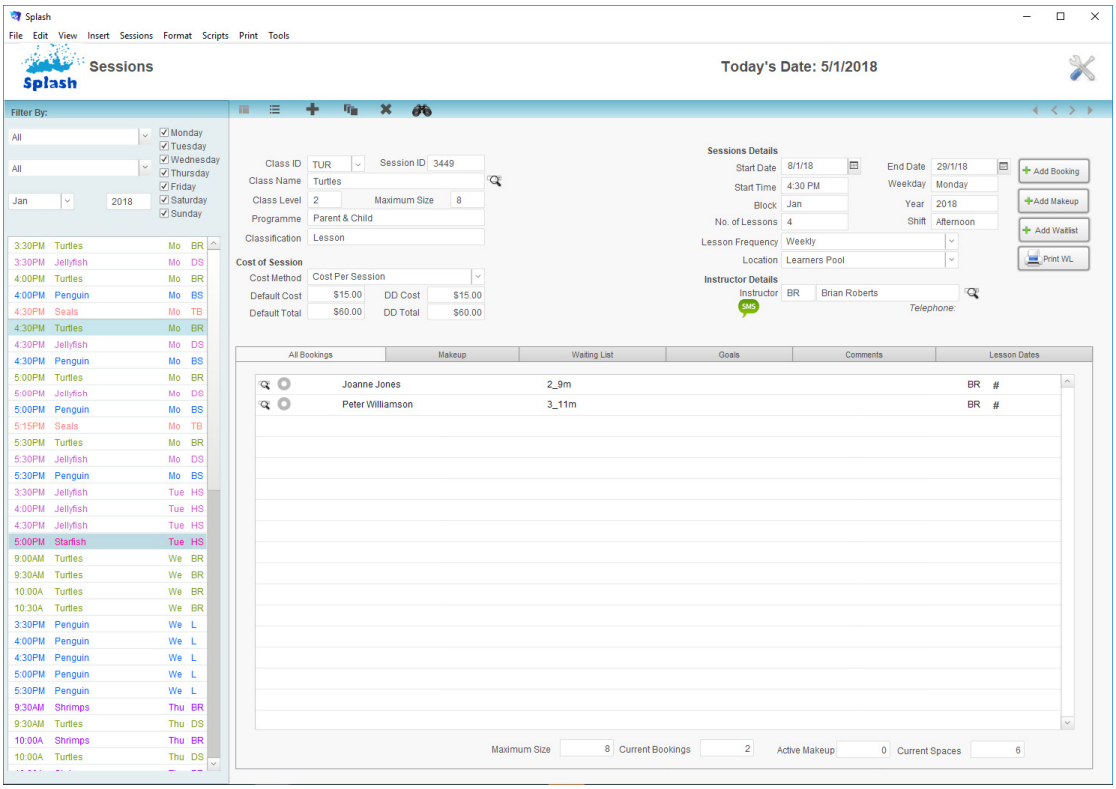
Defining Session Details

This module contains a schedule of all sessions, which 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

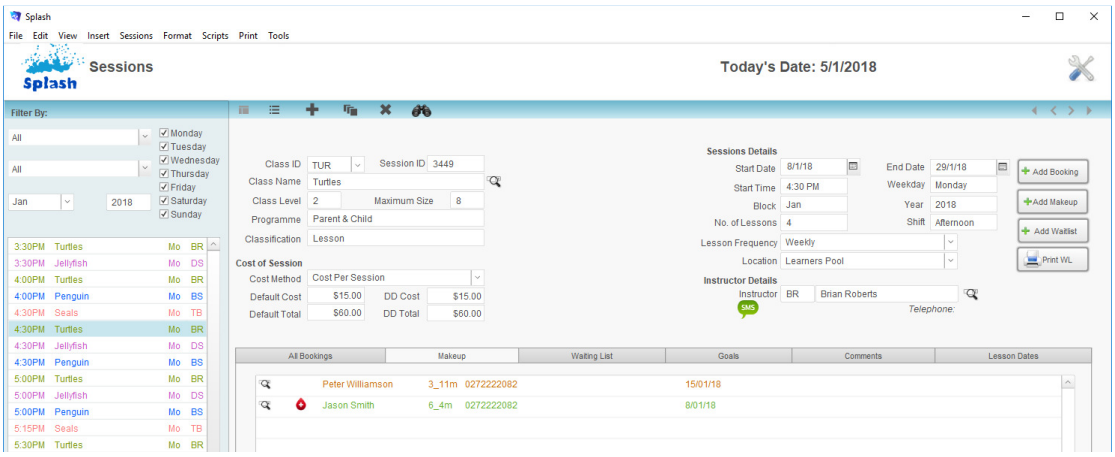
Each session record contains the following two sections:

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 catchup/makeups for the selected session. Catchup/makeups and exits are colour coded for easy identification.

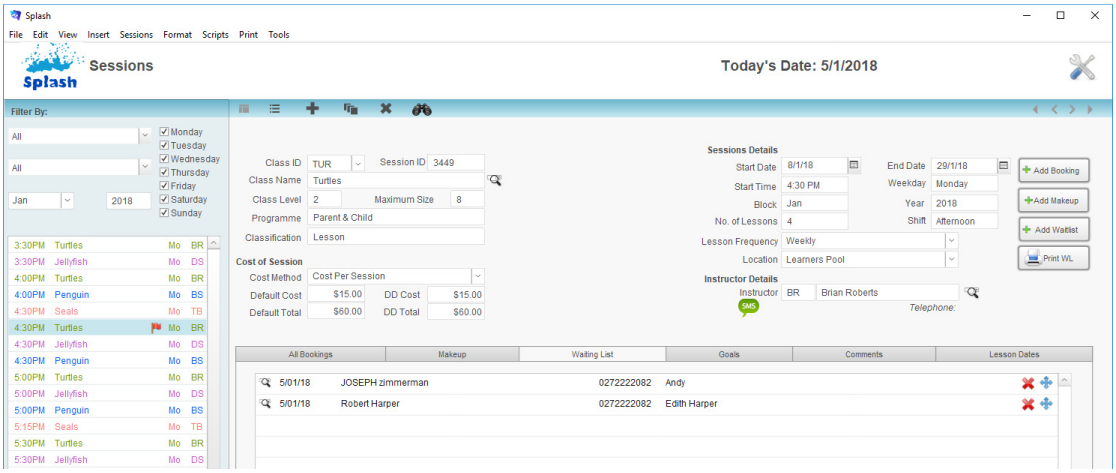


Catchups/Makeups – located in the second tab card on the screen. This area of sessions is dedicated to the display of catchup/makeup bookings. Lessons are colour coded as follows:

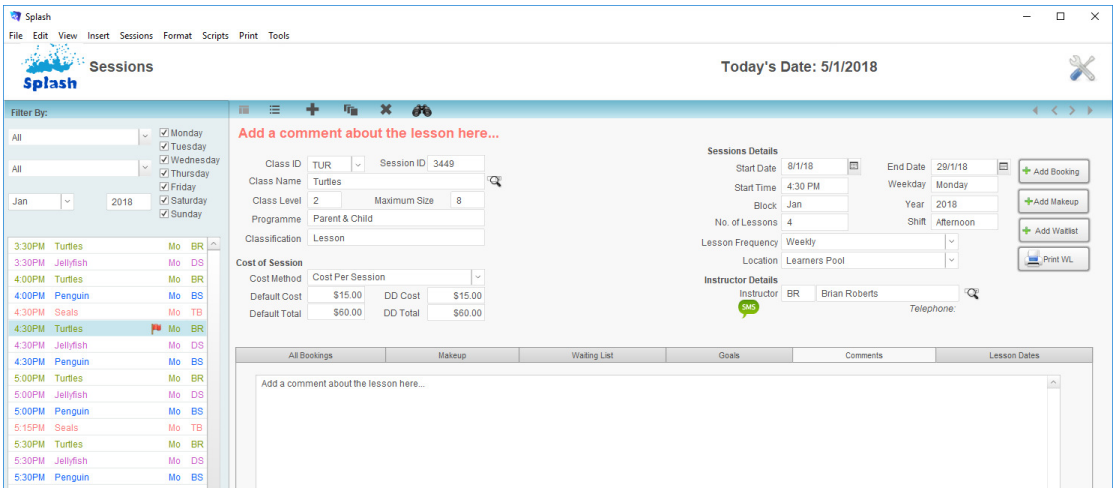
Green = Lesson in Current Week
Orange = Future Lesson
Red = Past Lesson



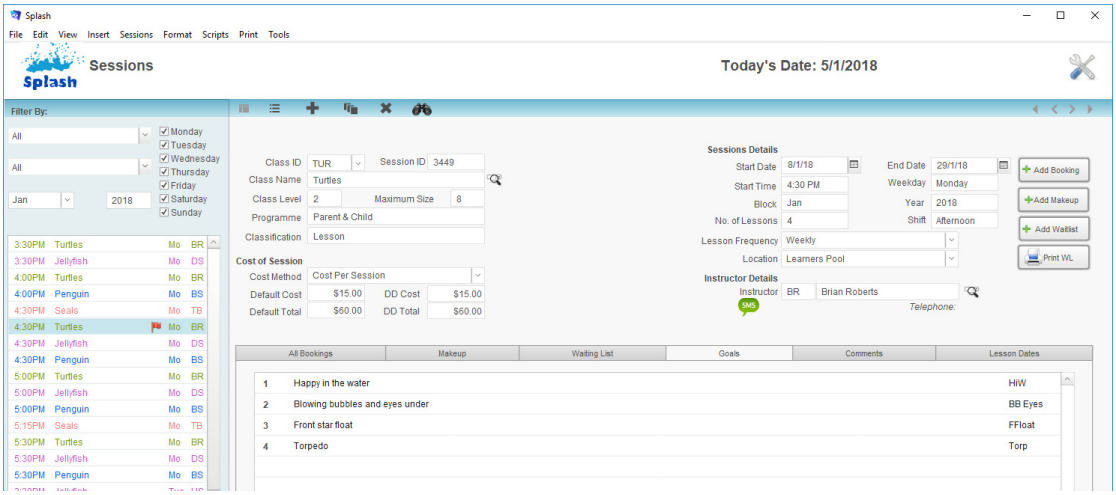
Waiting List – located in the third tab card on the screen. This area of sessions is dedicated to display waitlisted students. This screen can be used add an additional waitlist student or to transfer a child directly from the waitlist into the selected session.



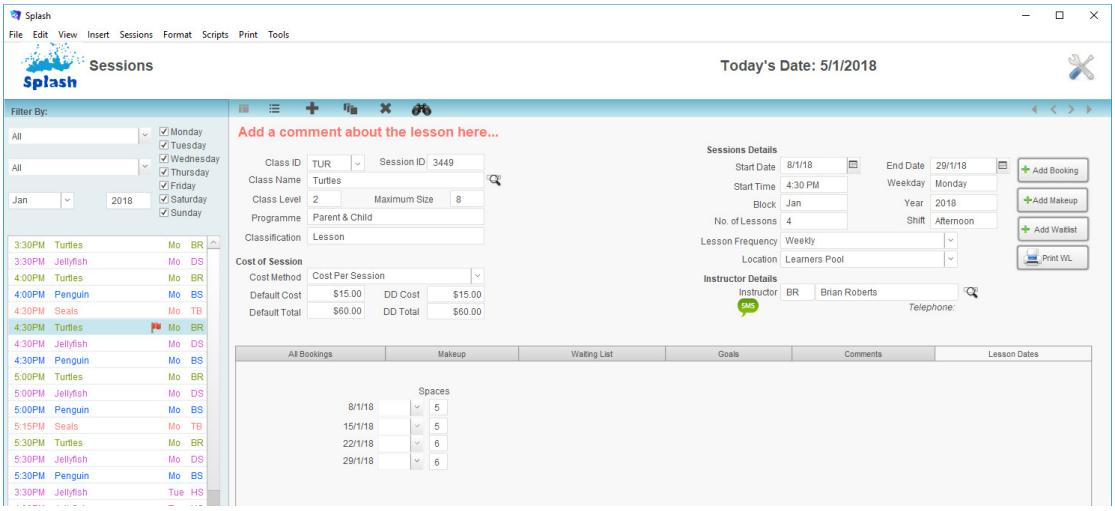
Comments – located in the fourth tab card on the screen. This area of sessions is dedicated to the entry of comments. Comments can also be entered in the field at the lower centre of your screen.



Goals – located in the fourth tab card on 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.

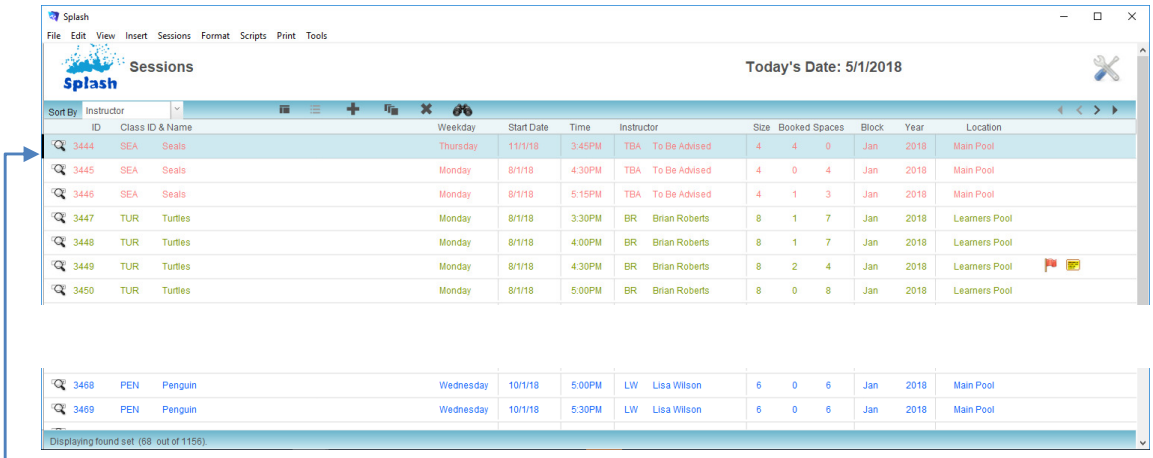


Lesson Dates – located in the fifth tab card on the screen. Lesson dates allow you to define default attendance codes which will automatically transferred to a booking when a new booking is made e.g. a public holiday.



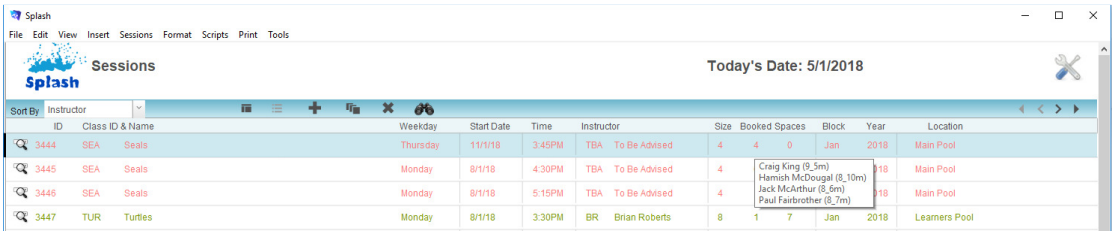
Listing Session Records

Each session record can be displayed in either form view or list view. List view displays all records in the found set – see the bottom left corner of the screen for the size of the current found set.



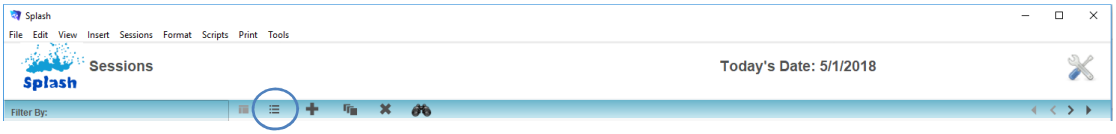
NB: Click the magnifier to the left of the Session ID to display the data entry screen.

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



Displaying a List of Sessions

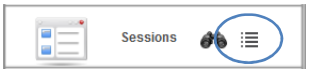
1. Click once on the **List View** button displayed in the blue stripe at the top of your screen.



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

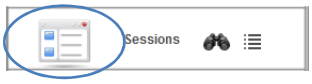


3. The Session List View screen will be displayed

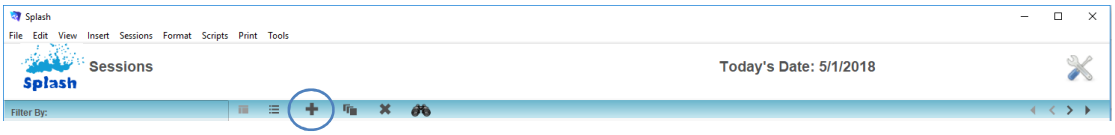
Creating a New Session

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

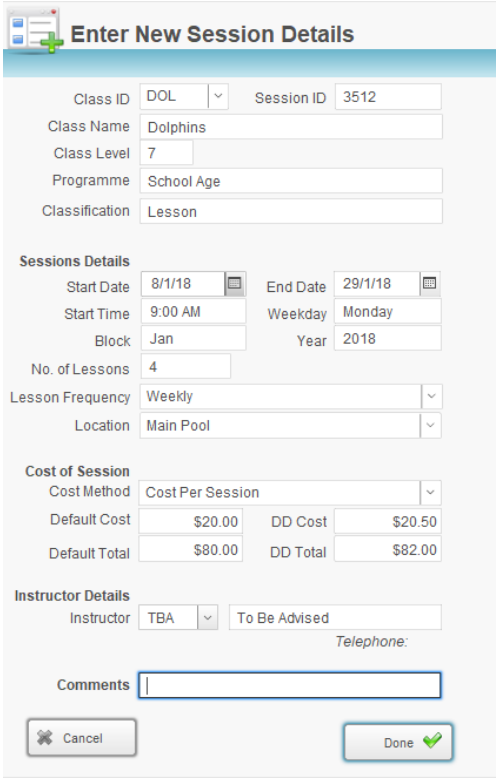
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Session** icon



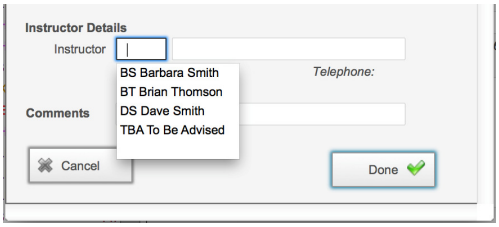
3. The Session form view will be displayed
4. Click once on the **Add Session** button displayed in the blue stripe at the top of your screen.



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



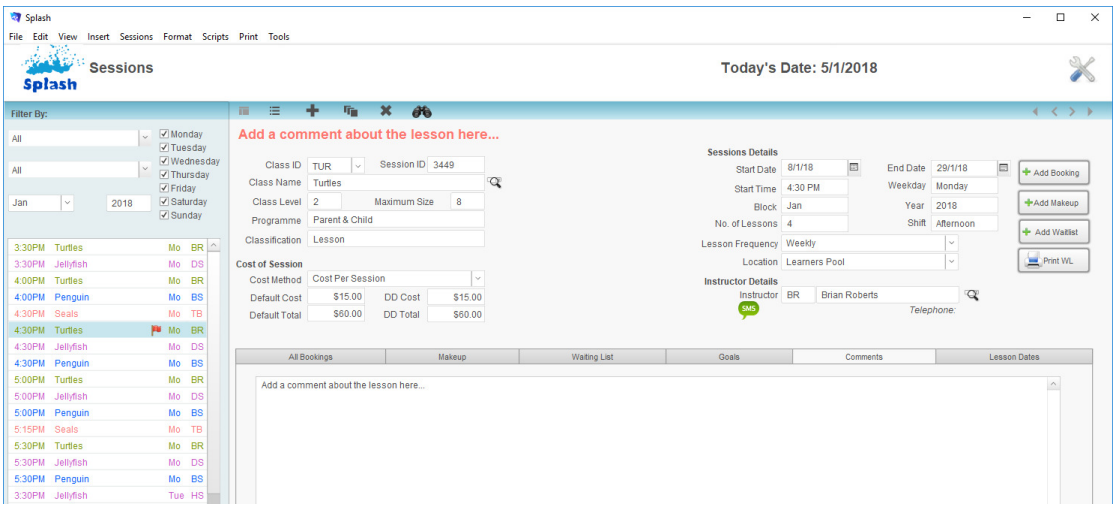
6. Complete as many details as possible in the Add New Session dialog. You must select a Class ID (from the drop-down menu provided), Start Date, End Date, Start Time, Term and number of sessions when creating a new record.
7. Select the Instructor ID from the menu provided – only instructors you have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



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

Defining Comments for Display in the Daily Diary

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

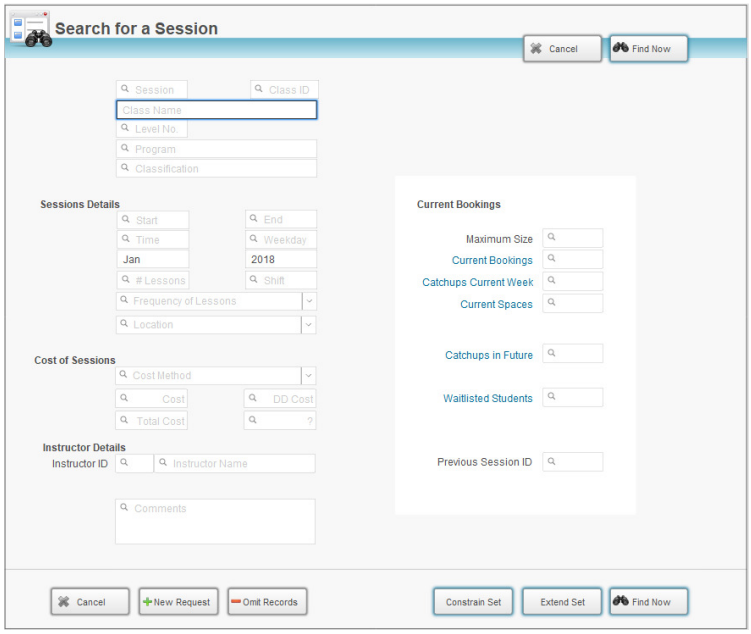


2. Enter the details you wish to have displayed in the diary in the comments field of the session details screen.

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.



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

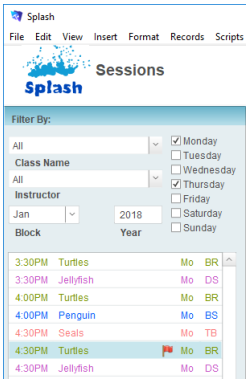
1. Use the **Finding a Session** function to locate the student record you wish to update.
2. When the correct session screen is displayed simply overtype any of the information to update the information that has been stored.

Adding a Student Booking

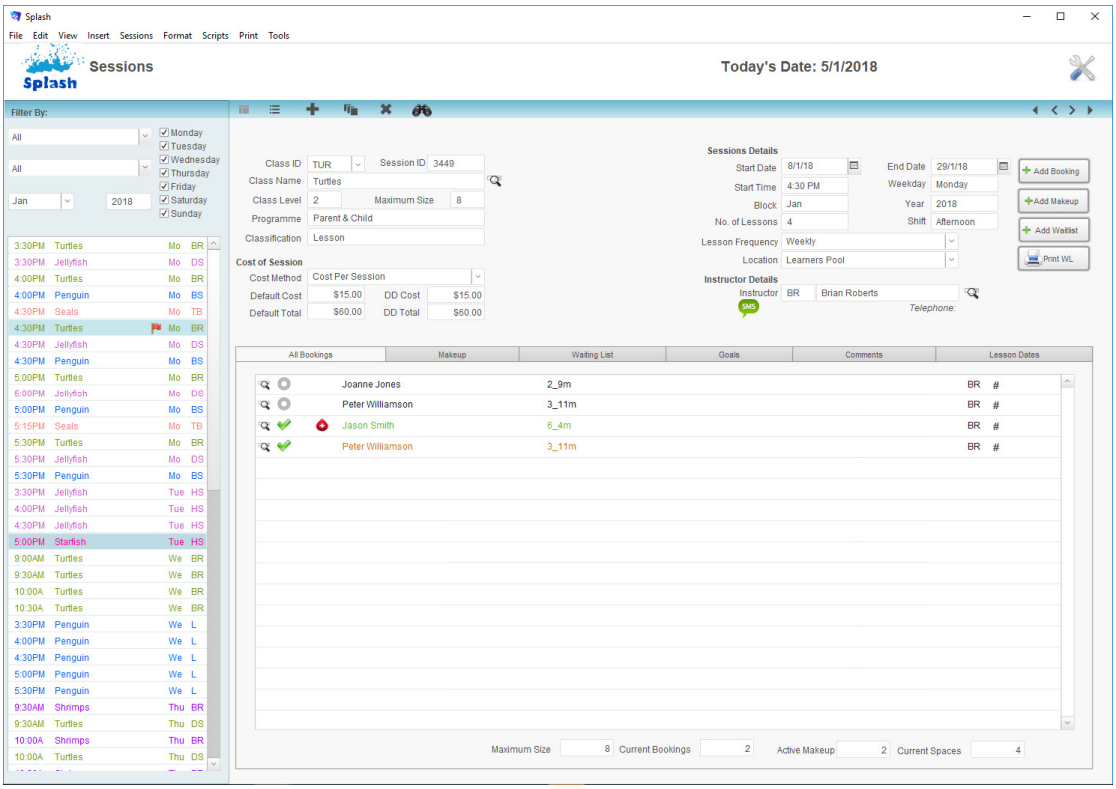
Student bookings are normally made in the Daily Diary however you can also add students to a session within the Bookings tab card on the session form.

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

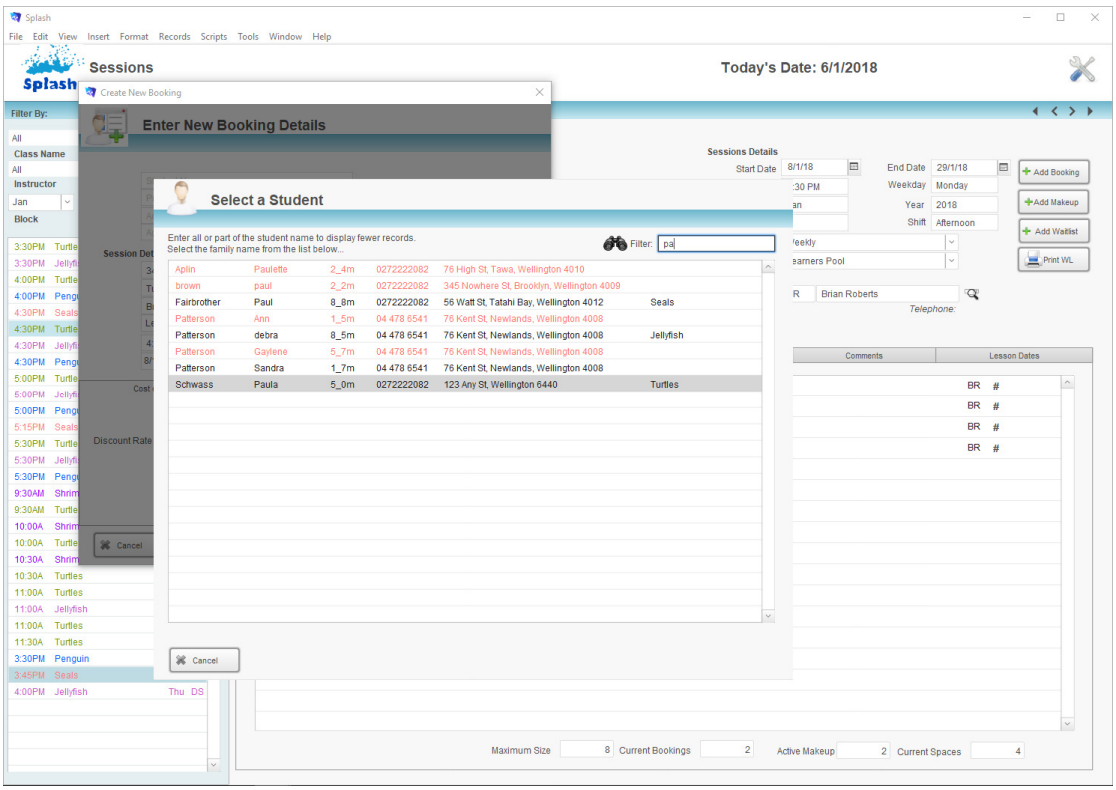
3. The Session data entry screen will be displayed, enter the criteria for the session you wish to review in the filter fields at the top of the portal list on the left of your screen.



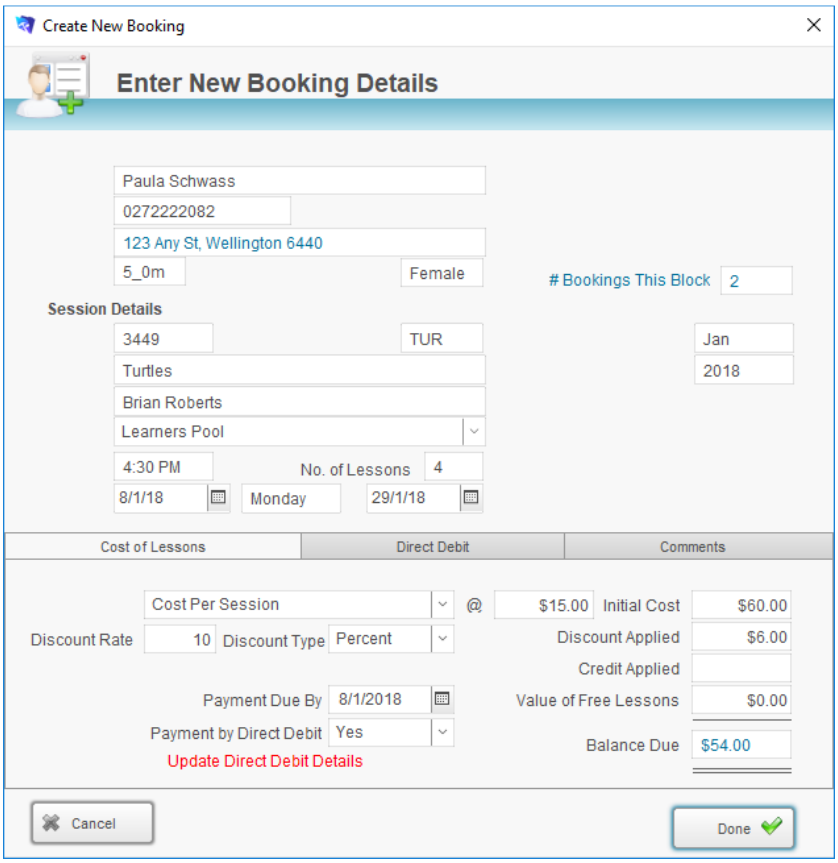
4. Select the portal row that contains the class you wish to book your student in to.
5. The portal row will be highlighted to indicate the active record. The details of the selected session will be displayed on the right of your screen.



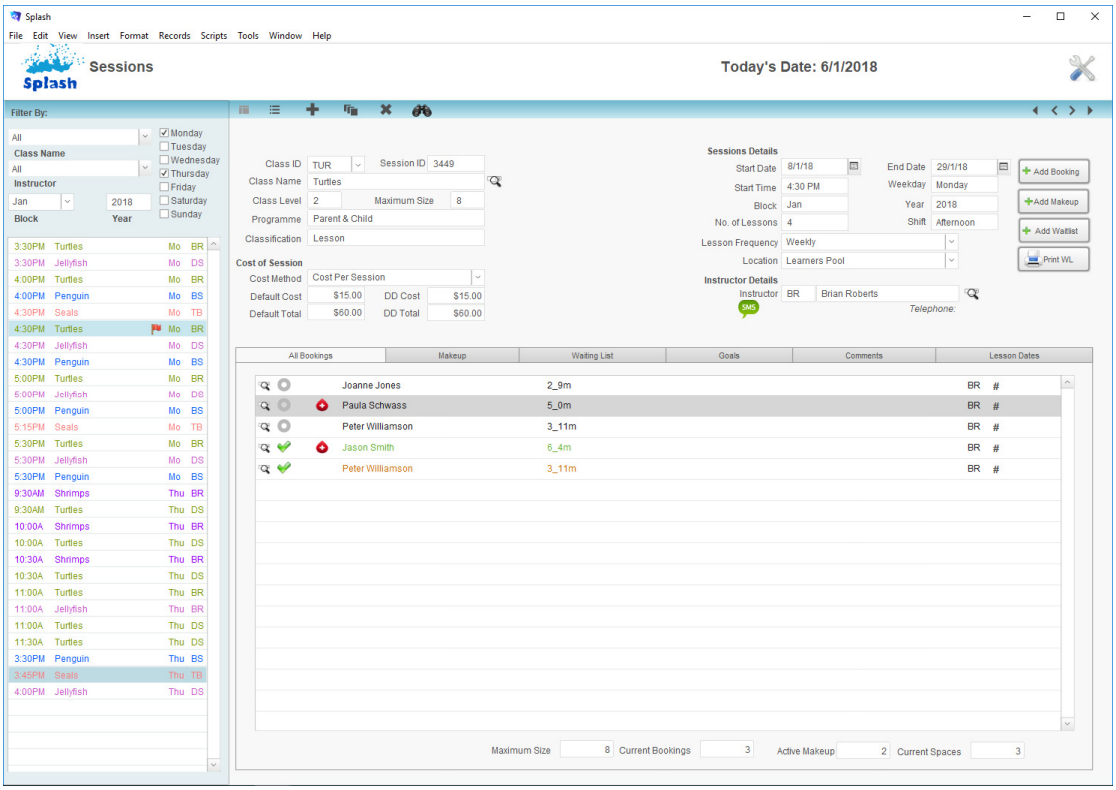
6. The right side of the screen will display a list of students currently booked in the class.
7. Click the **Add Booking** button at the lower centre of your screen to display the **Select a Student** Portal.



8. Your cursor will be placed in the filter field; begin typing the students first name or last name. As you type list of all students matching the characters entered will be displayed on your screen.
9. To select a student for your booking, simply click once on the line displaying the correct student name.
10. The Enter New Booking dialog will be displayed.



11. If the student is not starting on the first day of block, update the start date and the number of session.
12. Add a discount rate or credit value if required and click the **Done** button.
13. The information will be saved and you will be returned to the Session details screen.
14. 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.

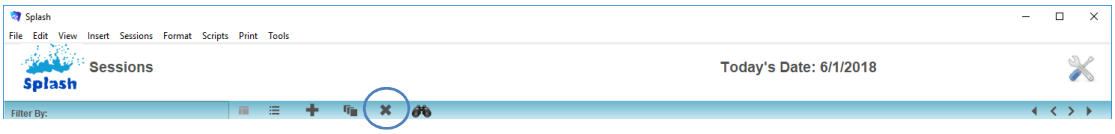


Deleting a Session Record

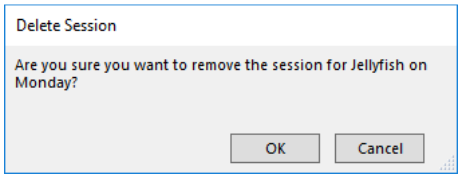
Session records can be deleted from either the Session form or the list view. A session that contains either bookings or waitlisted students cannot be deleted.

Deleting a Session from List View

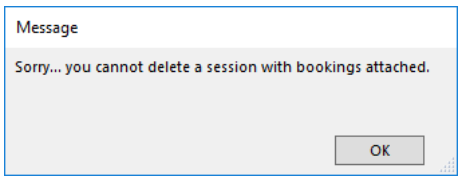
1. Use the **Finding a Session** function to locate the session record you wish to delete.
2. Click once on the row containing the relevant session record.
3. Click once on the **Delete Session** button displayed in the blue stripe at the top of your screen.



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



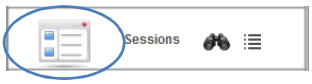
4. Click **OK** to delete the record or **Cancel** to return to the session screen without making a change.



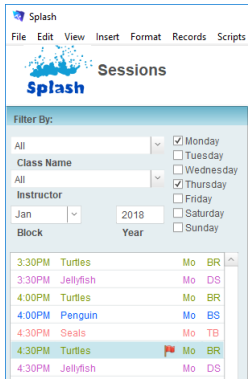
NB: You cannot delete a session with bookings or waitlisted students attached.

Deleting a Session from the Session Form View

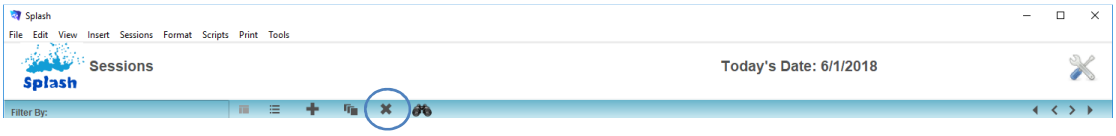
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Session** icon



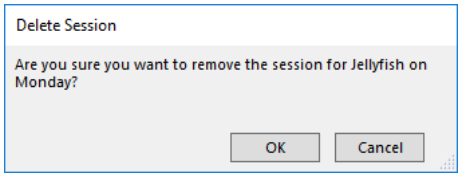
3. The Session form will be displayed, enter the criteria for the session you wish to remove in the filter fields at the top of the portal list on the left of your screen.



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.



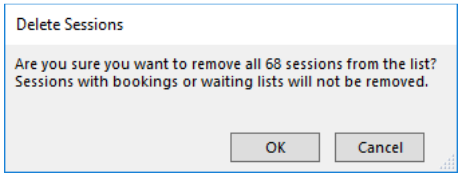
7. You will be asked to confirm the selected session is to be deleted.



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 All 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.



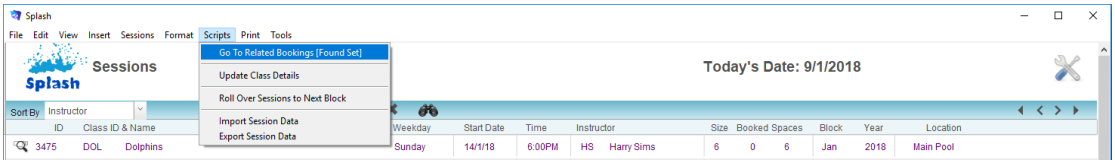
NB: Sessions with bookings attached will not be deleted, however all remaining sessions in the found set will be removed.

Go to Related Bookings [Found Set]

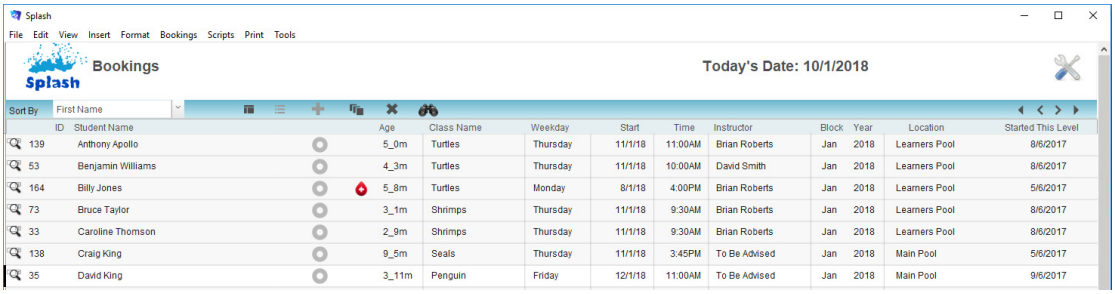
There will be times when you need to locate all the students in the found set of sessions. This command locates all the bookings for the found sessions and displays them in a list within the bookings module.

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.



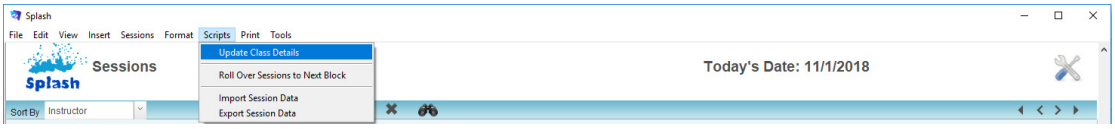
Update Class Details

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.

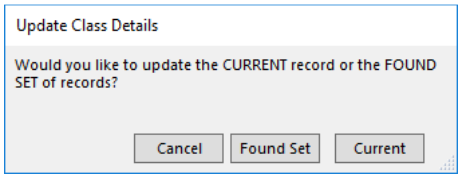
Class details can be updated for a single session or for all sessions in the found set.

Updating Class Details

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.



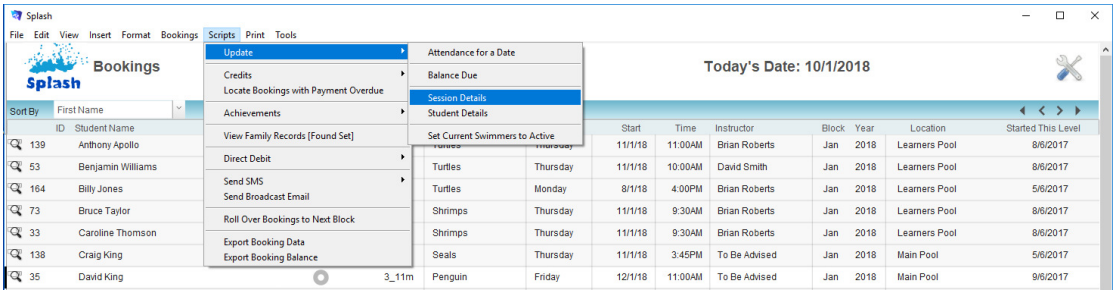
3. The Update Class Details dialog will be displayed on your screen. Click once on either the **Found Set** button or the **Current Record** button.



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

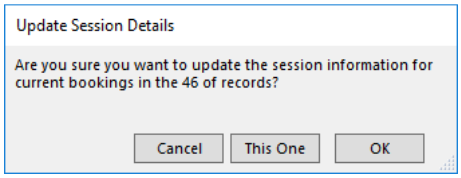
1. Select **Go to Related Bookings [Found Set]** from the View menu.
2. Splash will navigate to the Bookings list view, a list of all related bookings will be displayed on your screen.

3. When the correct bookings are displayed on your screen choose **Update…Session Details** from the **Scripts** menu.



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

5. Click the OK button to update all the found records.



Rolling Over 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.**

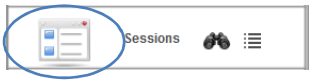
NB: You may elect to perform a find on the term you are copying, taking note of the number of sessions. This number will be confirmed during the rollover process.

Rollover Sessions to Make a New Block

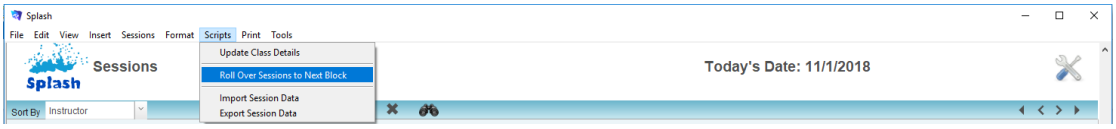
Two key processes are performed during the rollover; the selected term sessions are copied and the new sessions are created. At no time during the rollover is any information overwritten. At the end of the process you will have your original timetable as well as a copy of your new timetable.

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

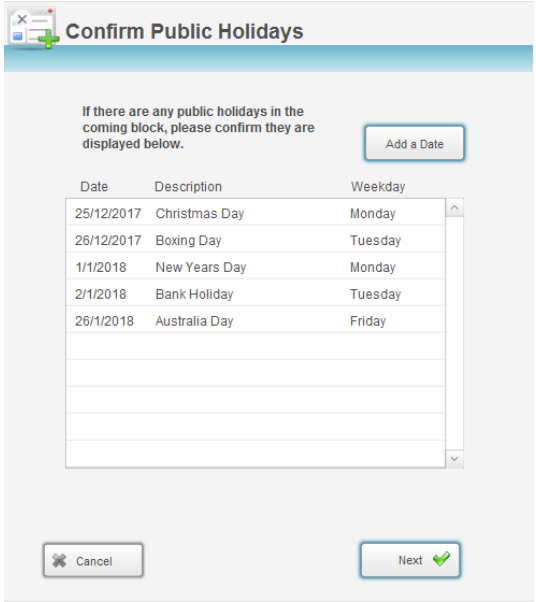
2. Select the **Session** icon



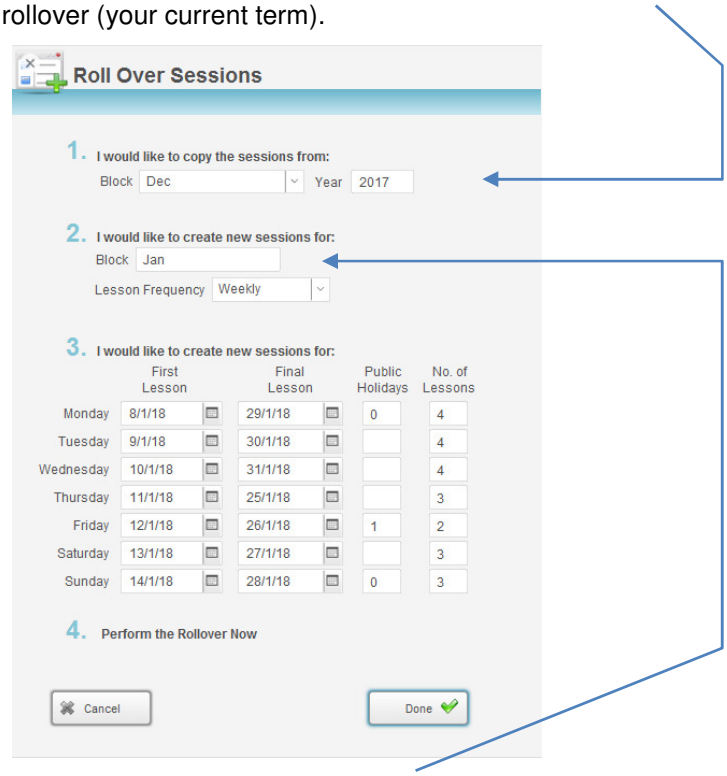
3. Go to the **Scripts** menu to select **Rollover Sessions to Next Block**.



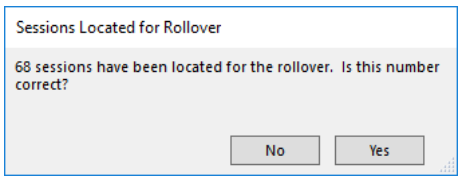
4. The **Confirm Public Holidays** dialog box will be displayed on your screen.



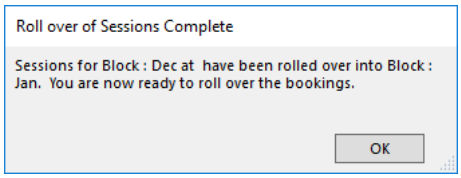
5. Confirm all public holidays for the coming term are displayed. Click the **Add a Date** button to enter any missing statutory holidays.
6. Click the **Next** button to progress to the next stage of the rollover.
7. The **Rollover Sessions** dialog box will be displayed on your screen.
8. At Step 1 of the dialog you are required to enter the Term/Block and Year you wish to rollover (your current term).



9. At Step 2 enter the name of the Term/Block that you would like to create.
10. 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.
11. Splash will automatically calculate the number of sessions that will be conducted on each weekday.
12. Click the **Done** button.
13. 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.



14. Splash will now copy the selected timetable into the next block. When the process is complete the new timetable will be displayed on your screen. Each record will contain with the same weekday, time, and instructor as the copied block. 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".

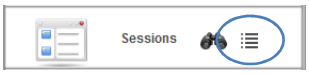
Importing Session Data

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 existing records with information from the source file
- update matching records with information from the source file

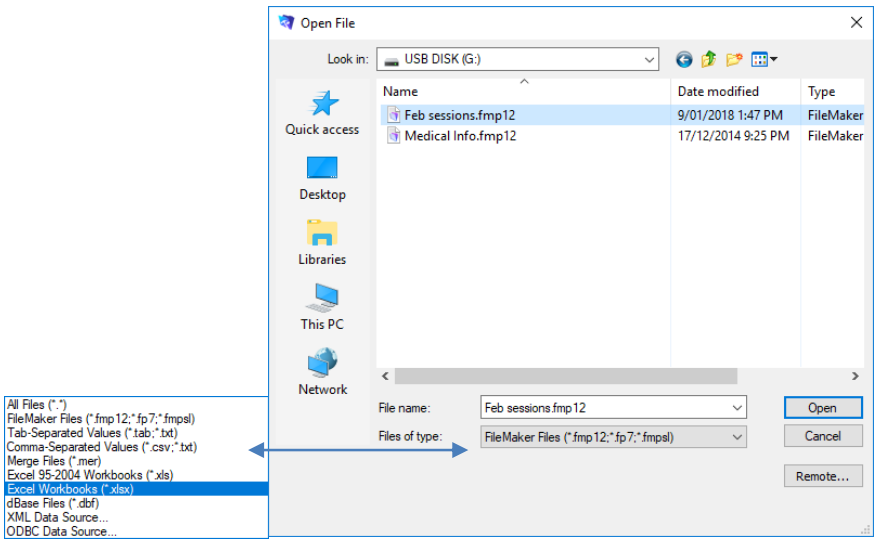
Importing Records from Excel

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

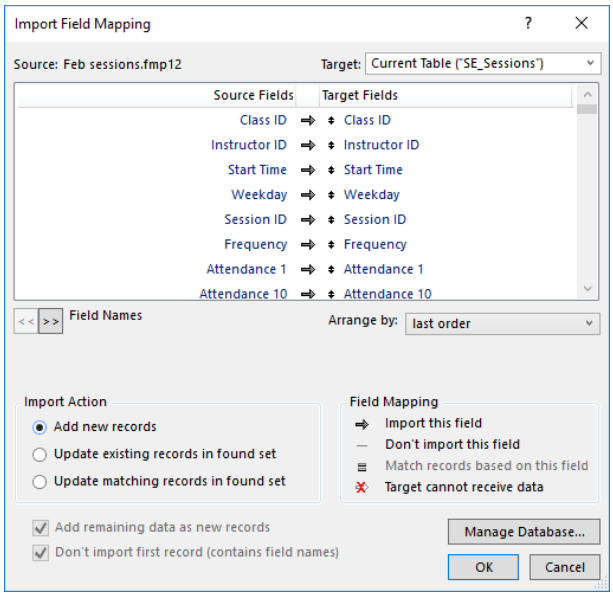


3. The Session List View screen will be displayed.
4. Select **Import Session Data** from the **Scripts** menu.

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.

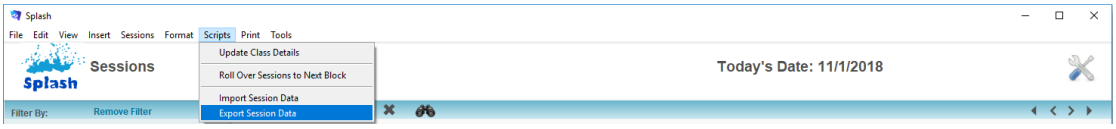
11. When all fields have been aligned correctly, click the **Import** button.

Exporting Session Data

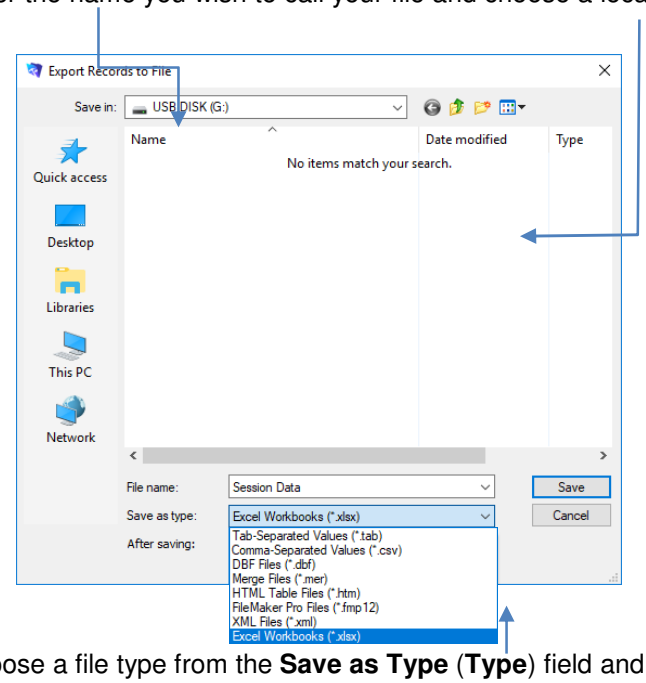
You can export Splash data to a new file and then open it in another application. For example, you can export Splash data as a spreadsheet for use in Microsoft Excel. Use the export function when you want to export records in the found set of records.

Exporting Records to Excel

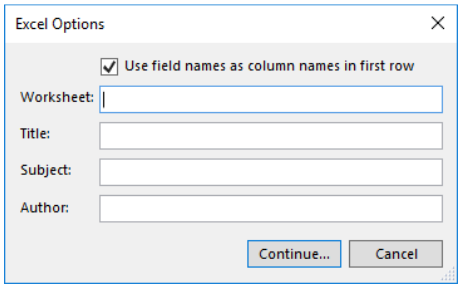
1. Use the **Finding a Session** function to locate the group of records you wish to export.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Export Session Data** from the **Scripts** menu.



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.

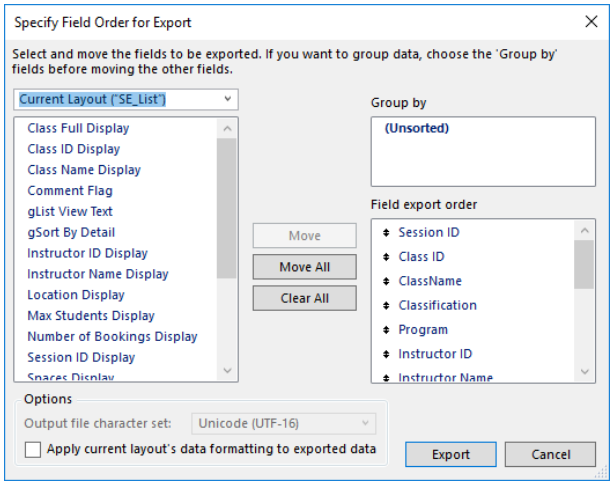


6. Choose a file type from the **Save as Type** (**Type**) field and click the **Save** button.
7. The Excel Options dialog box will be displayed on your screen. If you wish to name the worksheet the data is being exported to enter it in the Worksheet field. Click **Continue**.

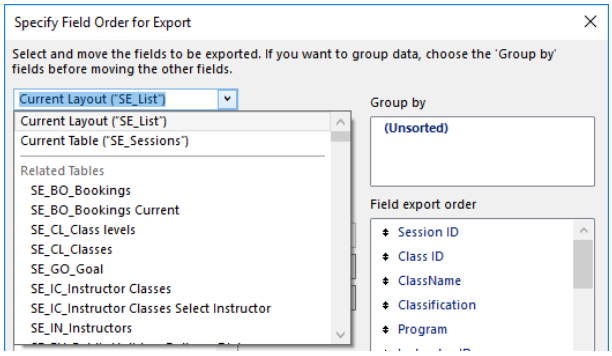


8. The **Specify Field Order for Export** dialog will be displayed on your screen. Use this dialog to indicate the order of the fields in which Splash will export the data.
9. All fields displayed in the **Field Export Order** list will be exported.

10. To move a field to the **Field Export Order** simply double-click the field name on the left of the screen.

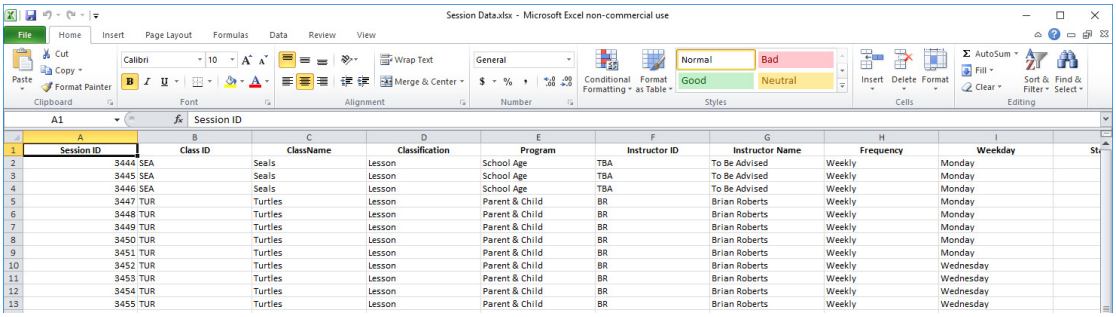


11. To include a related field choose the name of the related table from the list in the upper left of the dialog, then double-click the required field.



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.



Printing Session Reports

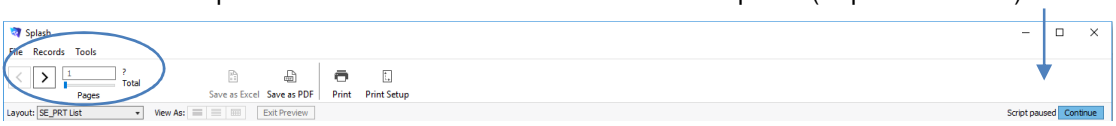
You must be in the Sessions module of Splash to print the following reports. All reports are generated from the Print menu.

Printing a List of Sessions

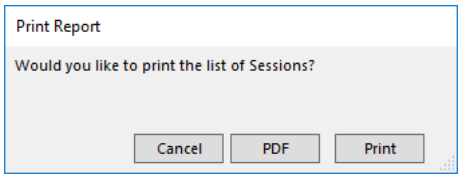
This report provides a printed list of the found set of sessions. This report displays many of the same details and the session list view.

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.

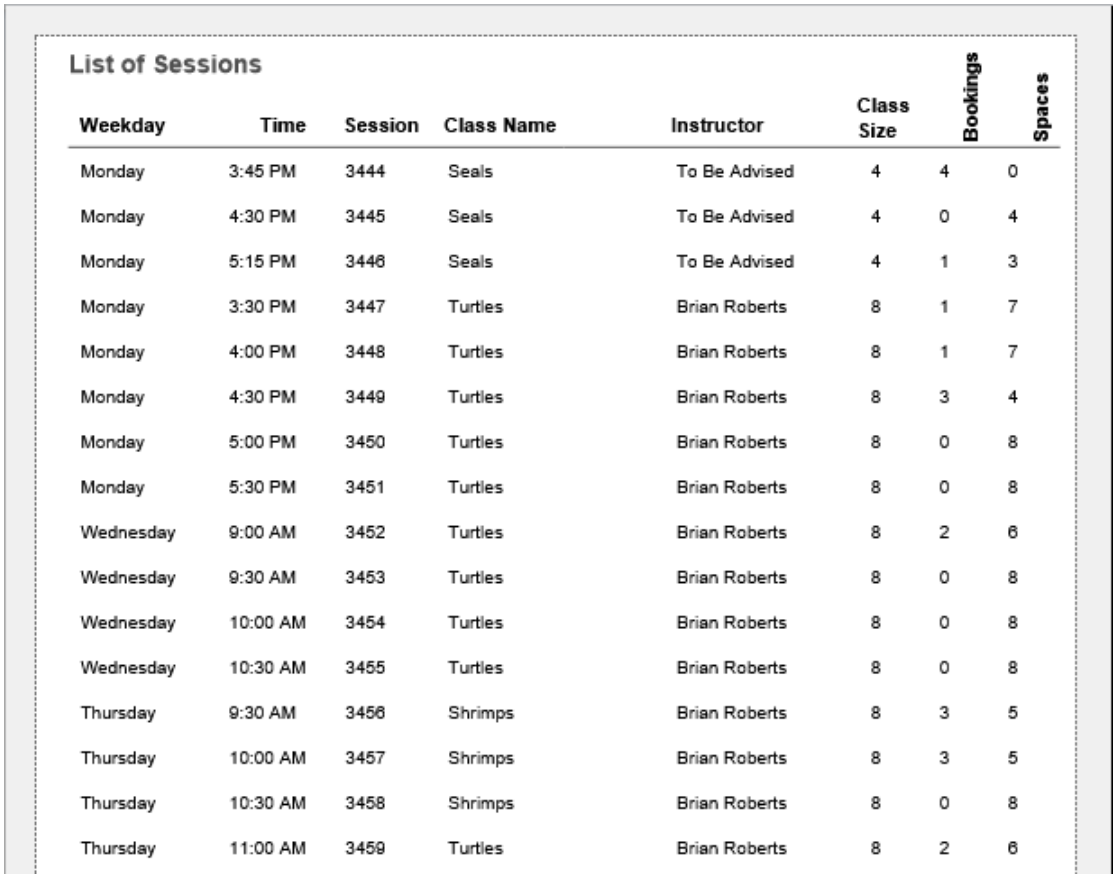
4. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



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



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



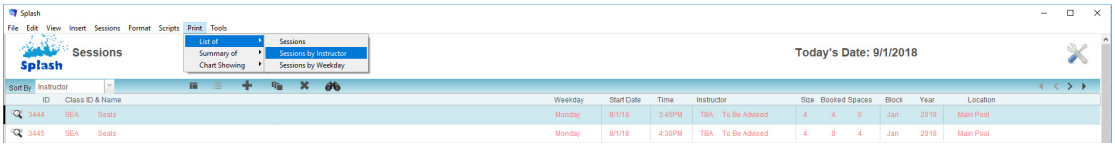
List of Sessions

Weekday	Time	Session	Class Name	Instructor	Class Size	Bookings	Spaces
Monday	3:45 PM	3444	Seals	To Be Advised	4	4	0
Monday	4:30 PM	3445	Seals	To Be Advised	4	0	4
Monday	5:15 PM	3446	Seals	To Be Advised	4	1	3
Monday	3:30 PM	3447	Turtles	Brian Roberts	8	1	7
Monday	4:00 PM	3448	Turtles	Brian Roberts	8	1	7
Monday	4:30 PM	3449	Turtles	Brian Roberts	8	3	4
Monday	5:00 PM	3450	Turtles	Brian Roberts	8	0	8
Monday	5:30 PM	3451	Turtles	Brian Roberts	8	0	8
Wednesday	9:00 AM	3452	Turtles	Brian Roberts	8	2	6
Wednesday	9:30 AM	3453	Turtles	Brian Roberts	8	0	8
Wednesday	10:00 AM	3454	Turtles	Brian Roberts	8	0	8
Wednesday	10:30 AM	3455	Turtles	Brian Roberts	8	0	8
Thursday	9:30 AM	3456	Shrimps	Brian Roberts	8	3	5
Thursday	10:00 AM	3457	Shrimps	Brian Roberts	8	3	5
Thursday	10:30 AM	3458	Shrimps	Brian Roberts	8	0	8
Thursday	11:00 AM	3459	Turtles	Brian Roberts	8	2	6

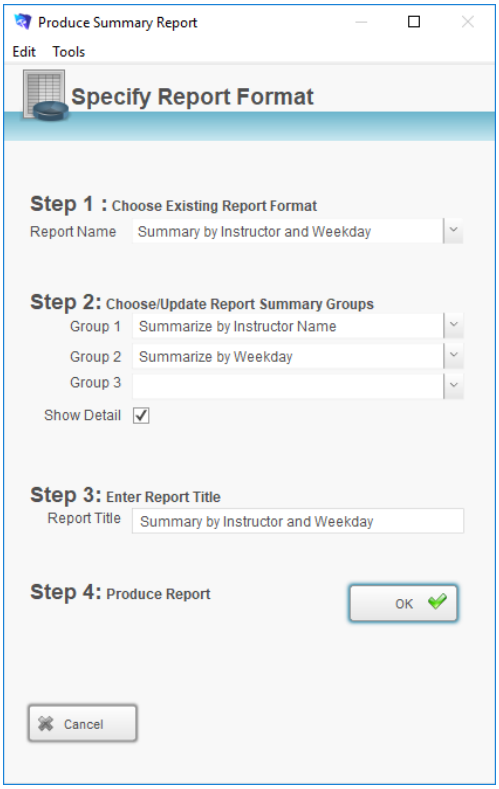
Printing a List of Sessions by Instructor

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.

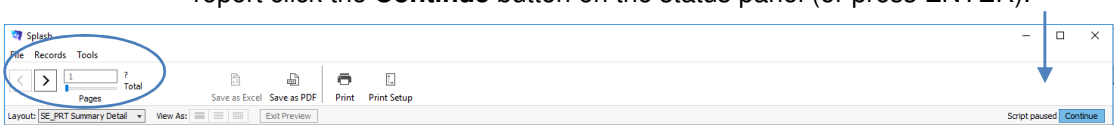
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **List of …** from the Print menu and select **Sessions by Instructor** from the pop-out menu displayed.



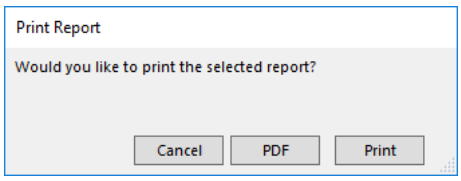
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.
   Step 1 = Summary by Instructor and Weekday
   Step 2 = Group 1 set to Summarize by Instructor,
   Group 2 set to Summarize by Weekday
   Step 3 = Report Name set to Summary 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).



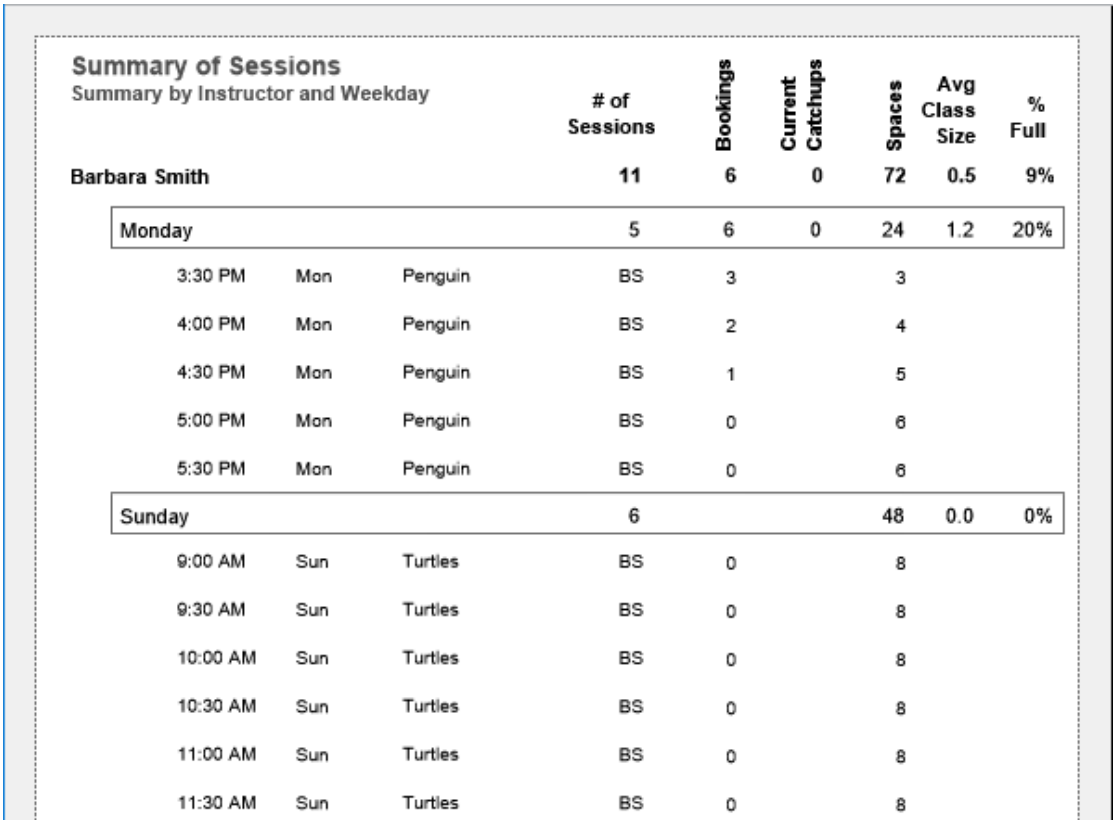
8. The **Print Report** dialog will be displayed on your screen.



9. Click **Print** 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.

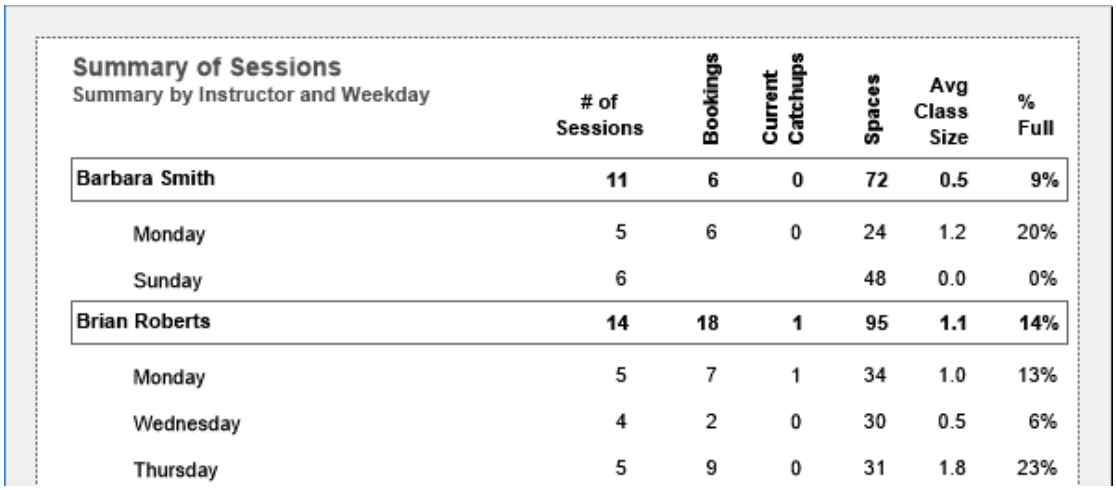


Summary of Sessions
Summary by Instructor and Weekday

			# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Barbara Smith			**11**	**6**	**0**	**72**	**0.5**	**9%**
Monday			5	6	0	24	1.2	20%
3:30 PM	Mon	Penguin	BS	3		3		
4:00 PM	Mon	Penguin	BS	2		4		
4:30 PM	Mon	Penguin	BS	1		5		
5:00 PM	Mon	Penguin	BS	0		6		
5:30 PM	Mon	Penguin	BS	0		6		
Sunday			6			48	0.0	0%
9:00 AM	Sun	Turtles	BS	0		8		
9:30 AM	Sun	Turtles	BS	0		8		
10:00 AM	Sun	Turtles	BS	0		8		
10:30 AM	Sun	Turtles	BS	0		8		
11:00 AM	Sun	Turtles	BS	0		8		
11:30 AM	Sun	Turtles	BS	0		8		

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.



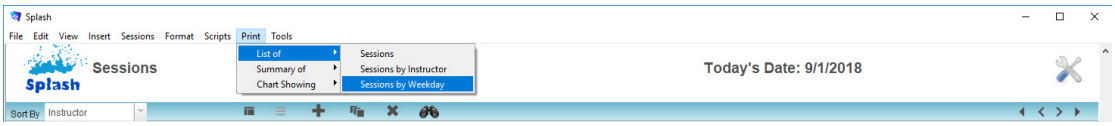
Summary of Sessions
Summary by Instructor and Weekday

	# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Barbara Smith	**11**	**6**	**0**	**72**	**0.5**	**9%**
Monday	5	6	0	24	1.2	20%
Sunday	6			48	0.0	0%
Brian Roberts	**14**	**18**	**1**	**95**	**1.1**	**14%**
Monday	5	7	1	34	1.0	13%
Wednesday	4	2	0	30	0.5	6%
Thursday	5	9	0	31	1.8	23%

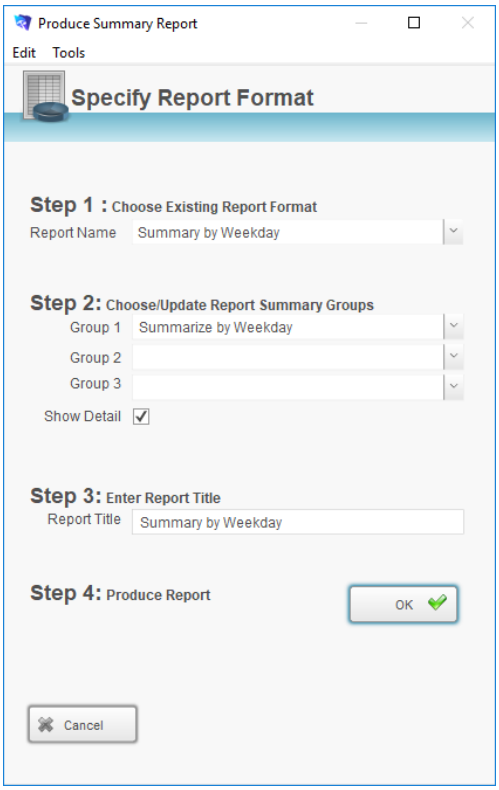
Printing a List of Sessions by Weekday

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.

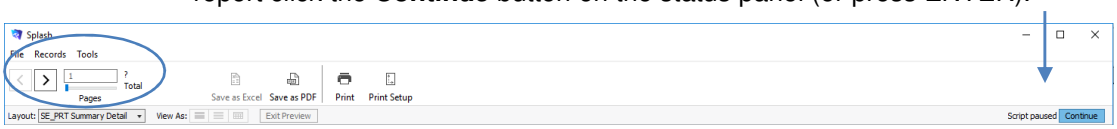
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **List of …** from the Print menu and select **Sessions by Weekday** from the pop-out menu displayed.



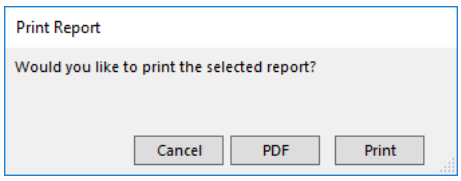
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.
   Step 1 = Summary by Weekday
   Step 2 = Group 1 set to Summarize by Weekday,
   Step 3 = Report Name set to Summary by Weekday
6. Amend any of the above steps or include additional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



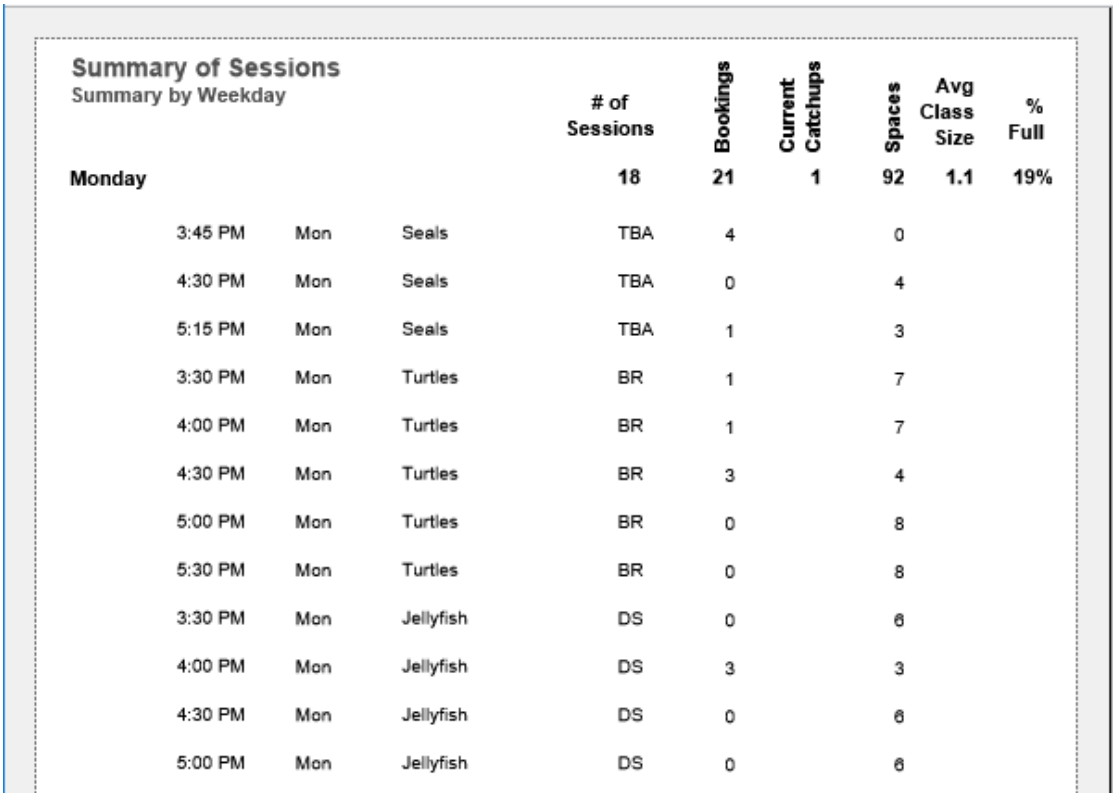
8. The **Print Report** dialog will be displayed on your screen.



9. Click **Print** 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.

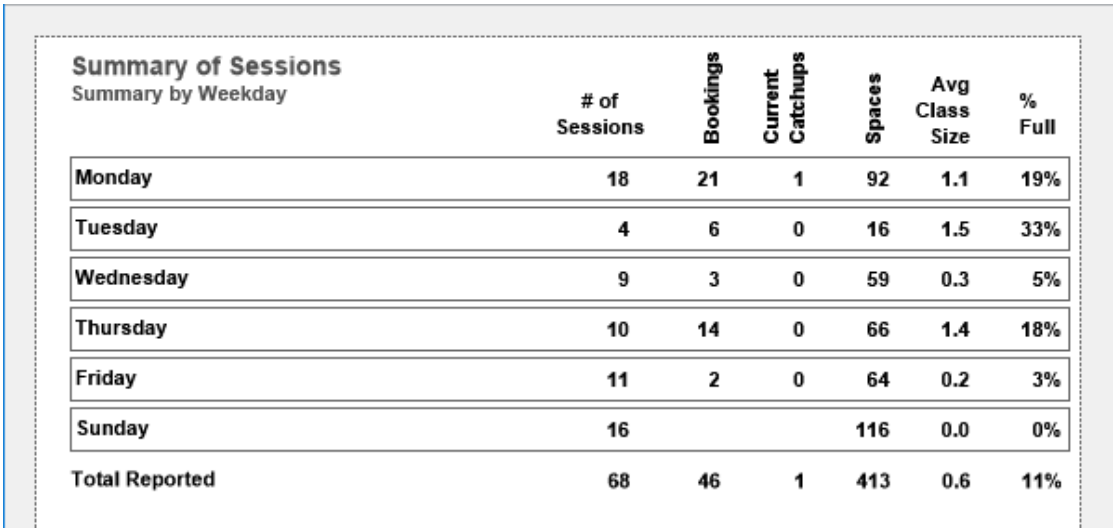


Summary of Sessions
Summary by Weekday

				# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Monday				**18**	**21**	**1**	**92**	**1.1**	**19%**
	3:45 PM	Mon	Seals	TBA	4		0		
	4:30 PM	Mon	Seals	TBA	0		4		
	5:15 PM	Mon	Seals	TBA	1		3		
	3:30 PM	Mon	Turtles	BR	1		7		
	4:00 PM	Mon	Turtles	BR	1		7		
	4:30 PM	Mon	Turtles	BR	3		4		
	5:00 PM	Mon	Turtles	BR	0		8		
	5:30 PM	Mon	Turtles	BR	0		8		
	3:30 PM	Mon	Jellyfish	DS	0		6		
	4:00 PM	Mon	Jellyfish	DS	3		3		
	4:30 PM	Mon	Jellyfish	DS	0		6		
	5:00 PM	Mon	Jellyfish	DS	0		6		

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.



Summary of Sessions
Summary by Weekday

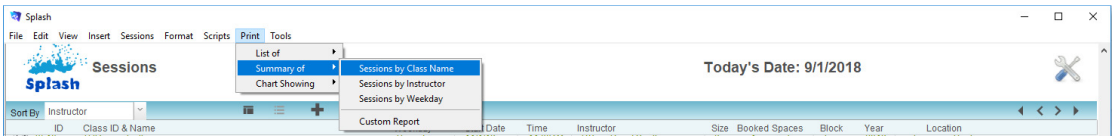
	# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Monday	**18**	**21**	**1**	**92**	**1.1**	**19%**
Tuesday	**4**	**6**	**0**	**16**	**1.5**	**33%**
Wednesday	**9**	**3**	**0**	**59**	**0.3**	**5%**
Thursday	**10**	**14**	**0**	**66**	**1.4**	**18%**
Friday	**11**	**2**	**0**	**64**	**0.2**	**3%**
Sunday	**16**			**116**	**0.0**	**0%**
Total Reported	**68**	**46**	**1**	**413**	**0.6**	**11%**

Printing a Summary of Sessions by Class Name

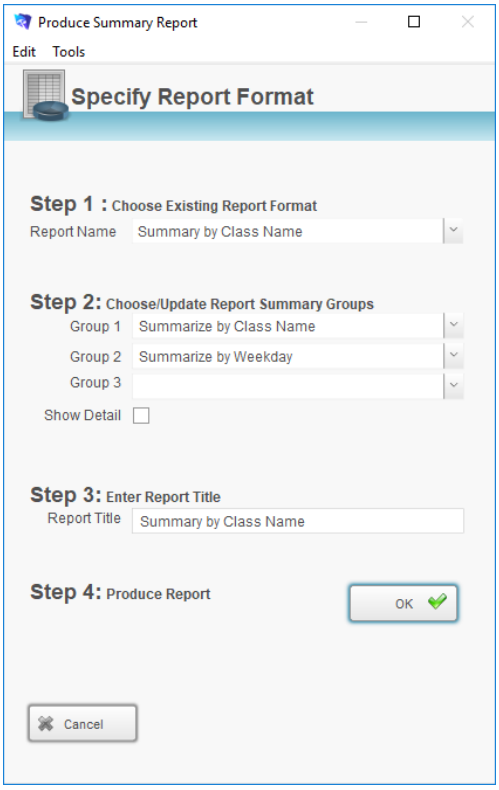
This report displays the average class size, total number of bookings, and spaces remaining for each class type on a selected day.

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

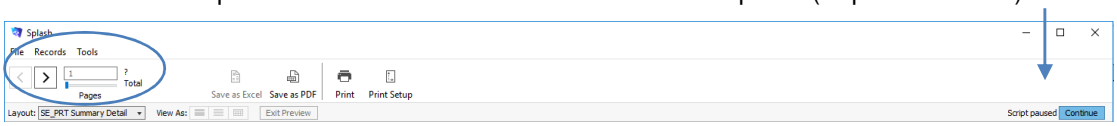
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Summary of …** from the Print menu and select **Sessions by Class Name** from the pop-out menu displayed.



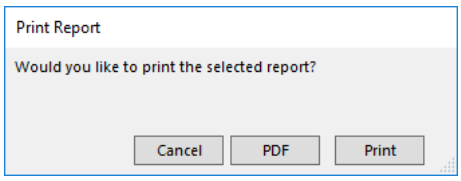
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.
   Step 1 = Summary by Instructor and Weekday
   Step 2 = Group 1 set to Summarize by Instructor,
   Group 2 set to Summarize by Weekday
   Step 3 = Report Name set to Summary 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 **Print** 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
Summary by Class Name

			# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Jellyfish			**9**	**5**	**0**	**49**	**0.6**	**9%**
Monday			5	3	0	27	0.6	10%
3:30 PM	Mon	Jellyfish	DS	0		6		
4:00 PM	Mon	Jellyfish	DS	3		3		
4:30 PM	Mon	Jellyfish	DS	0		6		
5:00 PM	Mon	Jellyfish	DS	0		6		
5:30 PM	Mon	Jellyfish	DS	0		6		
Tuesday			3	2	0	16	0.7	11%
3:30 PM	Tue	Jellyfish	HS	0		6		
4:00 PM	Tue	Jellyfish	HS	2		4		
4:30 PM	Tue	Jellyfish	HS	0		6		

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
Summary by Class Name

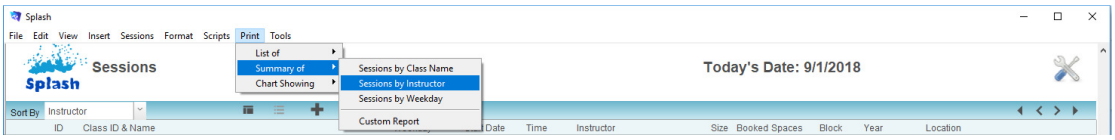
	# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Dolphins	**1**			**6**	**0.0**	**0%**
Sunday	1			6	0.0	0%
Jellyfish	**9**	**5**	**0**	**49**	**0.6**	**9%**
Monday	5	3	0	27	0.6	10%
Tuesday	3	2	0	16	0.7	11%
Friday	1			6	0.0	0%
Penguin	**19**	**9**	**0**	**105**	**0.5**	**8%**
Monday	5	6	0	24	1.2	20%
Wednesday	5	1	0	29	0.2	3%
Friday	4	2	0	22	0.5	8%
Sunday	5			30	0.0	0%

Printing a Summary of Sessions by Instructor

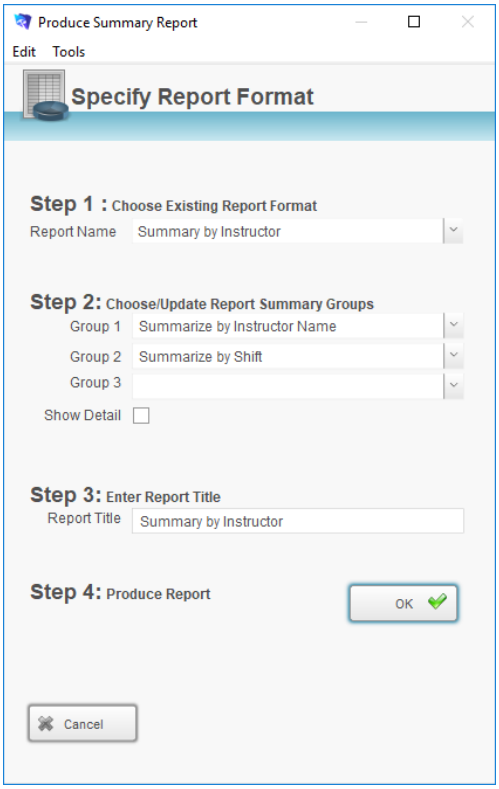
This report displays the average class size, total number of bookings, and spaces remaining for each class on a selected day.

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

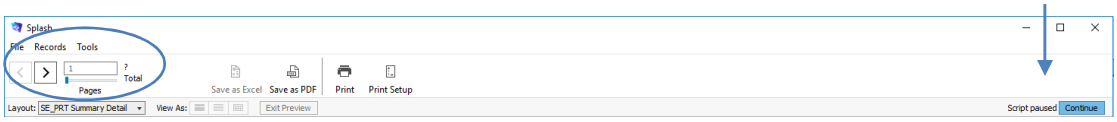
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Summary of …** from the Print menu and select **Sessions by Instructor** from the pop-out menu displayed.



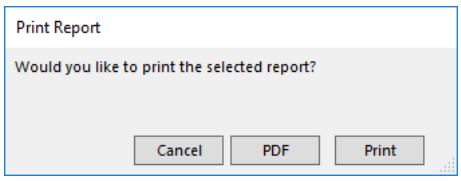
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.
   Step 1 = Summary by Instructor
   Step 2 = Group 1 set to Summarize by Instructor Name,
   Group 2 set to Summarize by Shift
   Step 3 = Report Name set to Summary by Instructor
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).



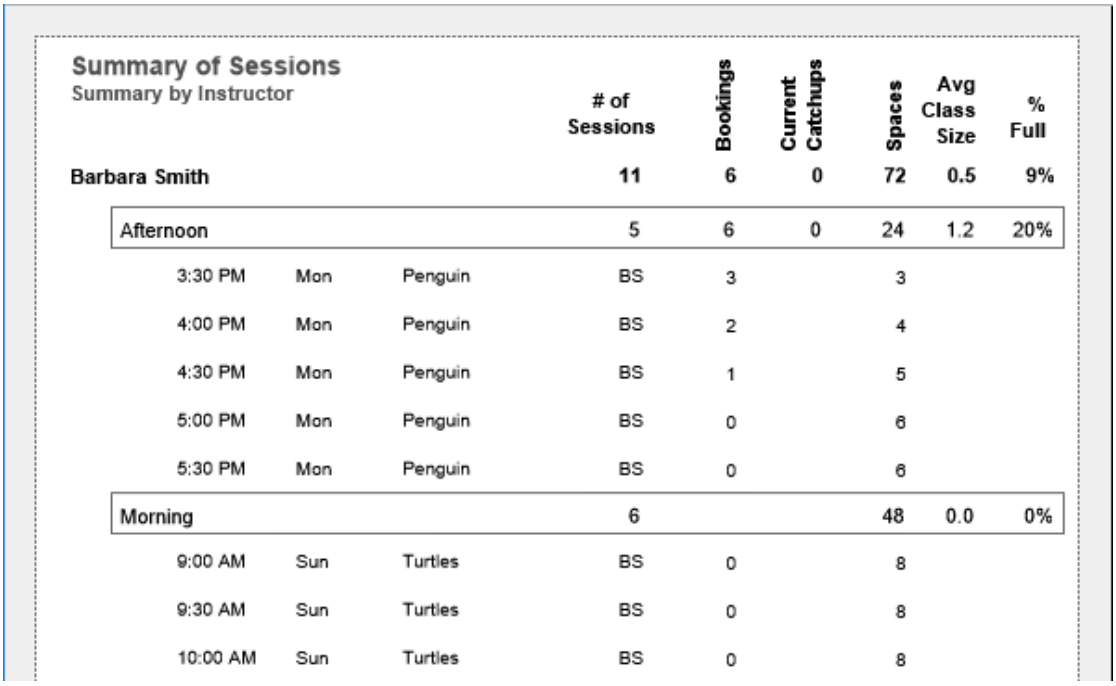
8. The **Print Report** dialog will be displayed on your screen.



10. Click **Print** 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.

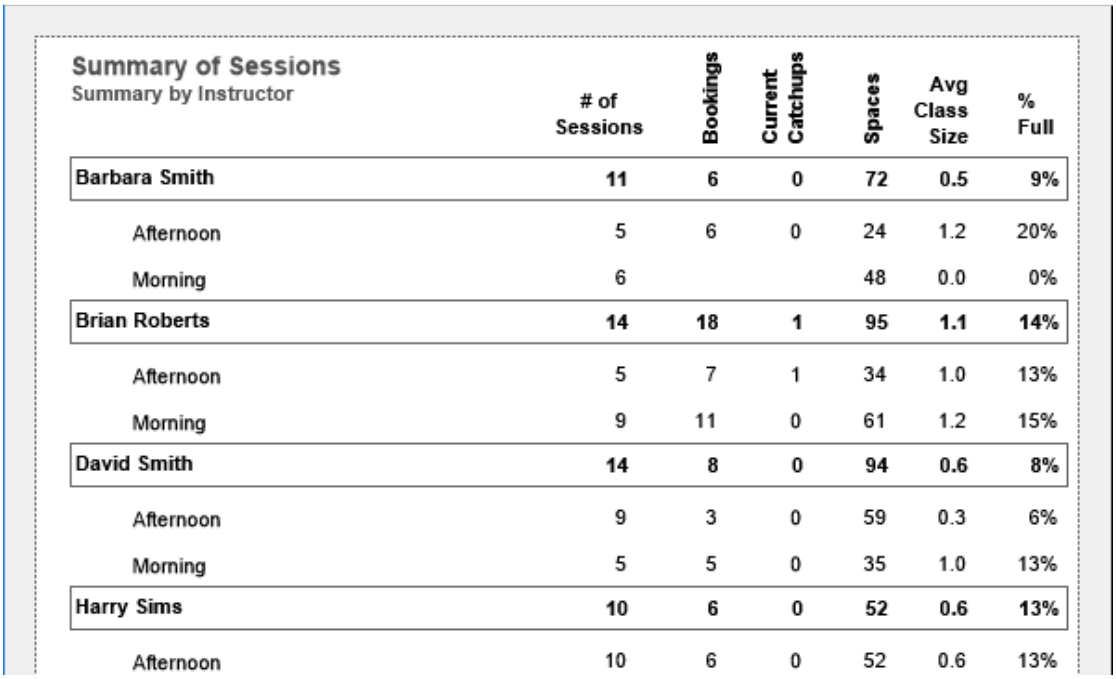


Summary of Sessions
Summary by Instructor

			# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Barbara Smith			**11**	**6**	**0**	**72**	**0.5**	**9%**
Afternoon			5	6	0	24	1.2	20%
3:30 PM	Mon	Penguin	BS	3		3		
4:00 PM	Mon	Penguin	BS	2		4		
4:30 PM	Mon	Penguin	BS	1		5		
5:00 PM	Mon	Penguin	BS	0		6		
5:30 PM	Mon	Penguin	BS	0		6		
Morning			6			48	0.0	0%
9:00 AM	Sun	Turtles	BS	0		8		
9:30 AM	Sun	Turtles	BS	0		8		
10:00 AM	Sun	Turtles	BS	0		8		

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
Summary by Instructor

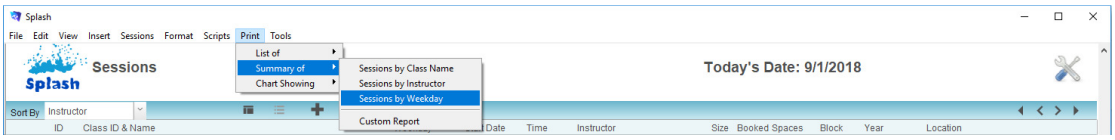
	# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Barbara Smith	**11**	**6**	**0**	**72**	**0.5**	**9%**
Afternoon	5	6	0	24	1.2	20%
Morning	6			48	0.0	0%
Brian Roberts	**14**	**18**	**1**	**95**	**1.1**	**14%**
Afternoon	5	7	1	34	1.0	13%
Morning	9	11	0	61	1.2	15%
David Smith	**14**	**8**	**0**	**94**	**0.6**	**8%**
Afternoon	9	3	0	59	0.3	6%
Morning	5	5	0	35	1.0	13%
Harry Sims	**10**	**6**	**0**	**52**	**0.6**	**13%**
Afternoon	10	6	0	52	0.6	13%

Printing a Summary of Sessions by Weekday

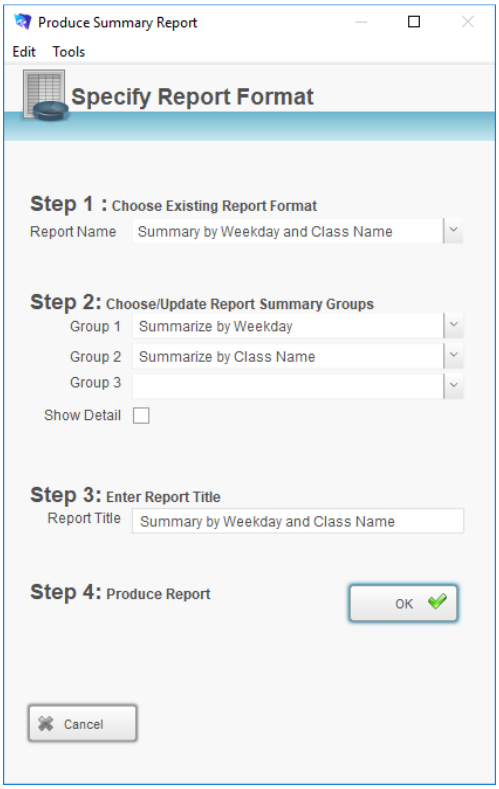
This report displays the average class size, total number of bookings, and spaces remaining for each class on a selected day.

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

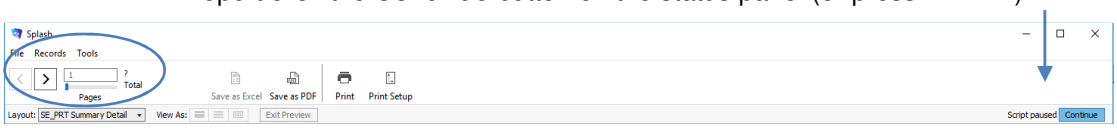
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Summary of …** from the Print menu and select **Sessions by Weekday** from the pop-out menu displayed.



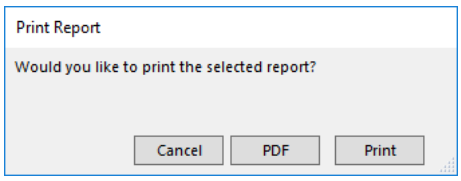
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.
   Step 1 = Summary by Instructor and Weekday
   Step 2 = Group 1 set to Summarize by Weekday,
   Group 2 set to Summarize by Class Name
   Step 3 = Report Name set to Summary by Weekday and Class Name
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.



11. Click **Print** 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.

Summary of Sessions
Summary by Weekday and Class Name

			# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Monday			**18**	**21**	**1**	**92**	**1.1**	**19%**
Jellyfish			5	3	0	27	0.6	10%
3:30 PM	Mon	Jellyfish	DS	0		6		
4:00 PM	Mon	Jellyfish	DS	3		3		
4:30 PM	Mon	Jellyfish	DS	0		6		
5:00 PM	Mon	Jellyfish	DS	0		6		
5:30 PM	Mon	Jellyfish	DS	0		6		
Penguin			5	6	0	24	1.2	20%
3:30 PM	Mon	Penguin	BS	3		3		
4:00 PM	Mon	Penguin	BS	2		4		
4:30 PM	Mon	Penguin	BS	1		5		
5:00 PM	Mon	Penguin	BS	0		6		

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.

Summary of Sessions
Summary by Weekday and Class Name

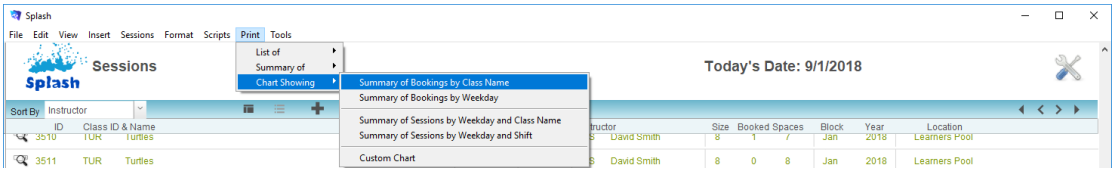
	# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Monday	**18**	**21**	**1**	**92**	**1.1**	**19%**
Jellyfish	5	3	0	27	0.6	10%
Penguin	5	6	0	24	1.2	20%
Seals	3	5	0	7	1.7	42%
Turtles	5	7	1	34	1.0	13%
Tuesday	**4**	**6**	**0**	**16**	**1.5**	**33%**
Jellyfish	3	2	0	16	0.7	11%
Starfish	1	4	0	0	4.0	100%
Wednesday	**9**	**3**	**0**	**59**	**0.3**	**5%**
Penguin	5	1	0	29	0.2	3%

Print Chart Showing Summary of Bookings by Class Name

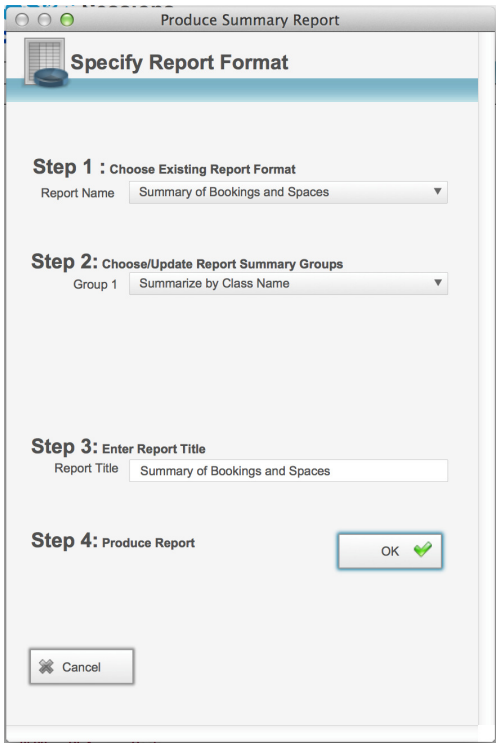
This report displays as a graph; it shows the number of bookings and the number of spaces remaining across each class type for the found set of records. The report can be customised to include exits.

The information in this report is grouped by Class Name.

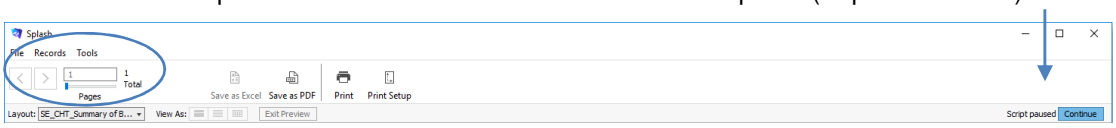
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Chart Showing …** from the Print menu and select **Summary of Bookings by Class Name** from the pop-out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

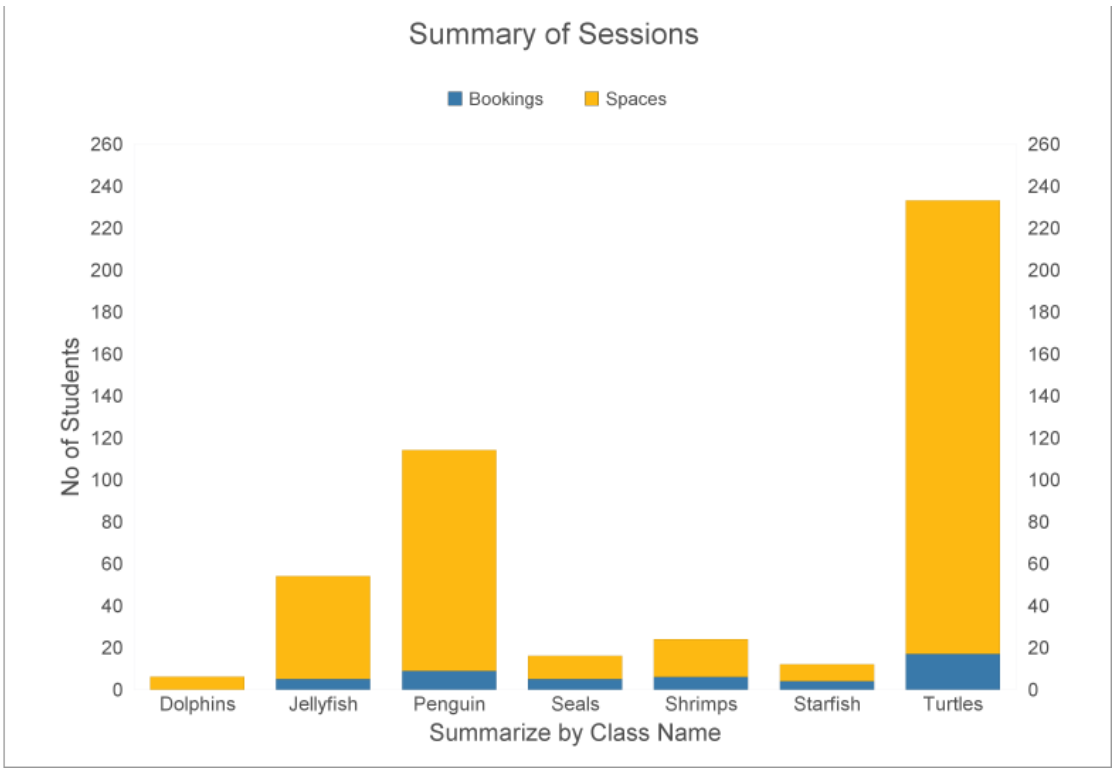


4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.
   Step 1 = Summary of Bookings and Spaces
   Step 2 = Group 1 set to Summarize by Class Name
   Step 3 = Report Name set to Summary of Bookings and Spaces
6. Amend the grouping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

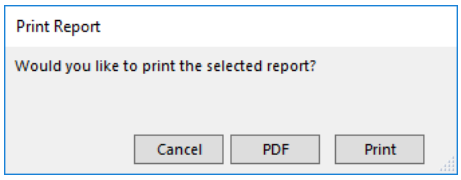


7. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).





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



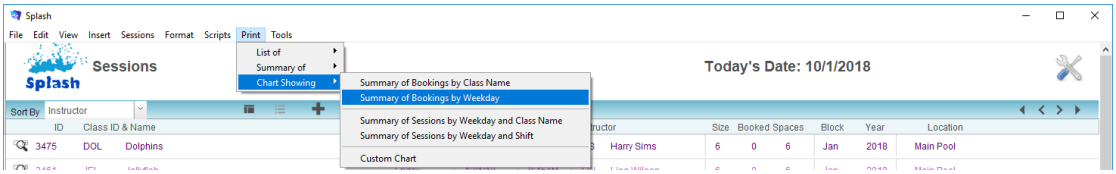
9. Click **Print** to print the report or Cancel to return to your original screen without printing.

Print Chart Showing Summary of Bookings by Weekday

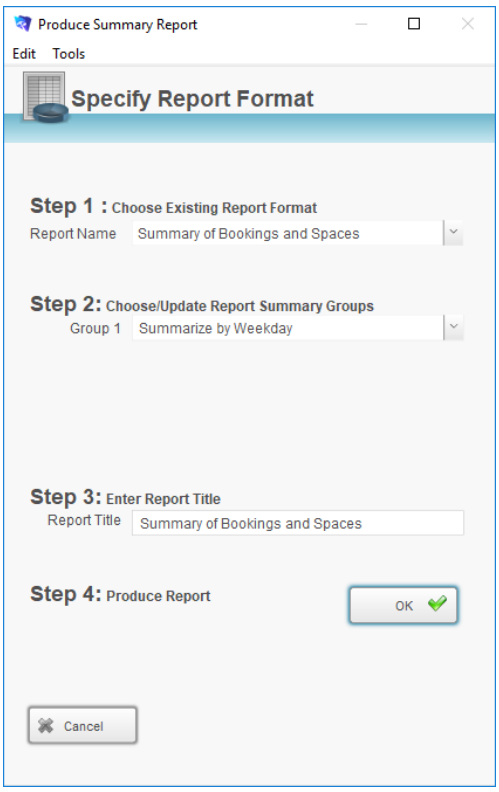
This report displays as a graph; it shows the number of bookings and the number of spaces remaining across each weekday for the found set of records. The report can be customised to include exits.

The information in this report is grouped by Weekday.

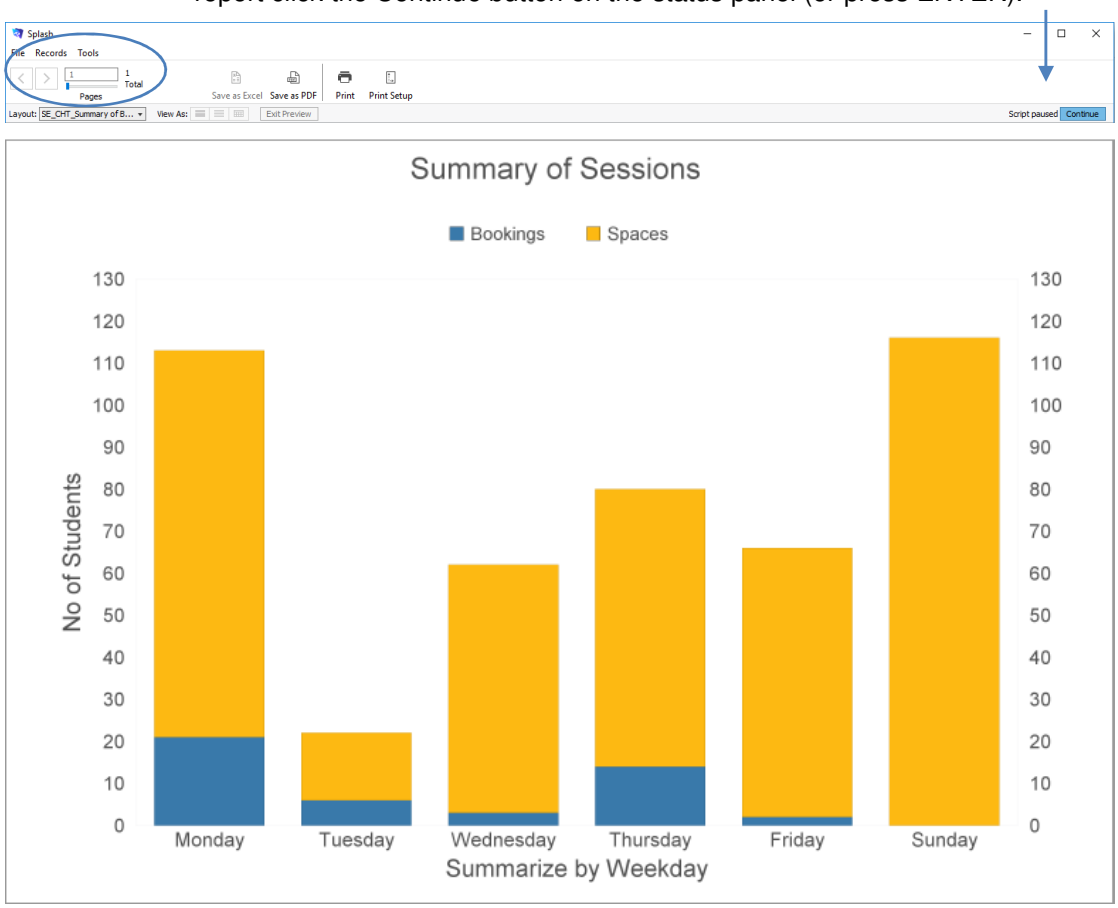
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Chart Showing …** from the Print menu and select **Summary of Bookings by Weekday** from the pop-out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



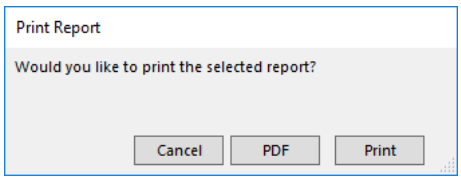
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.
   Step 1 = Summary of Bookings and Spaces
   Step 2 = Group 1 set to Summarize by Weekday
   Step 3 = Report Name set to Summary of Bookings and Spaces
6. Amend the grouping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



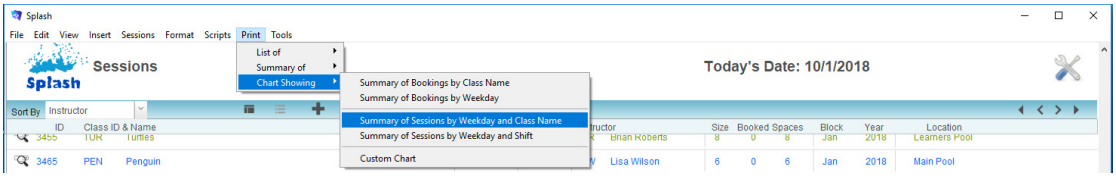
9. Click **Print** to print the report or Cancel to return to your original screen without printing.

Print Chart Showing Summary of Bookings by Weekday and Class Name

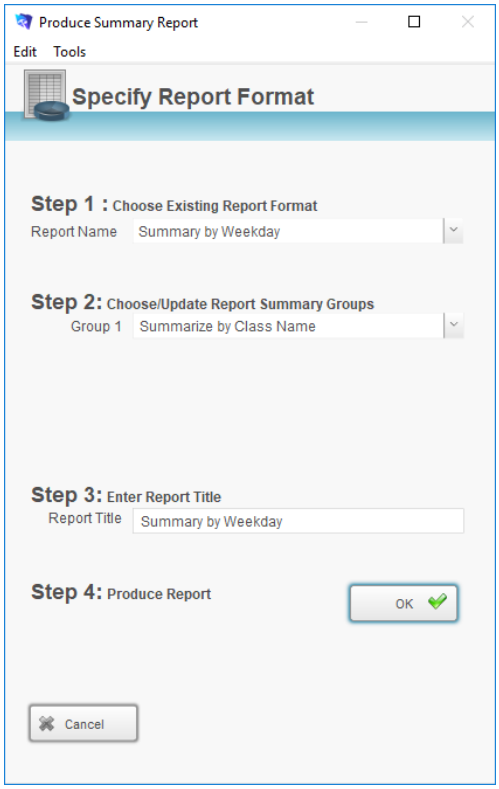
This report displays as a graph; it shows the number of bookings for each weekday within each class for the found set of records.

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

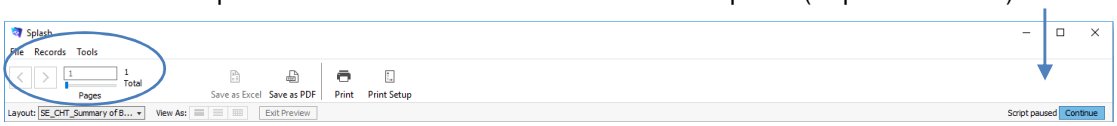
1. Use the **Finding a Session** function to locate the required sessions.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Chart Showing …** from the Print menu and select **Sessions by Weekday and Class Name** from the pop-out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

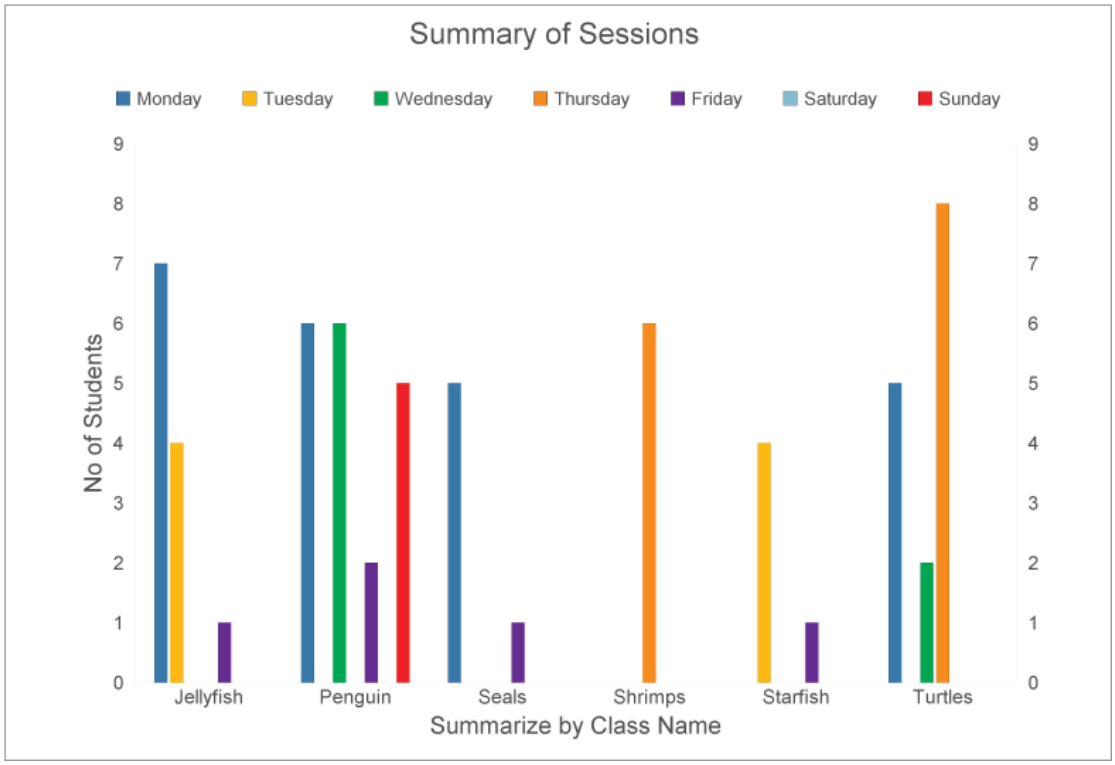


4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.
   Step 1 = Summary by Weekday
   Step 2 = Group 1 set to Summarize by Class Name
   Step 3 = Report Name set to Summary by Weekday
6. Amend the grouping options at Step 2 if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

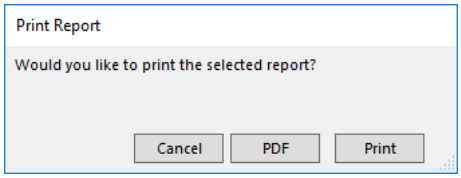


7. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the Continue button on the status panel (or press ENTER).





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



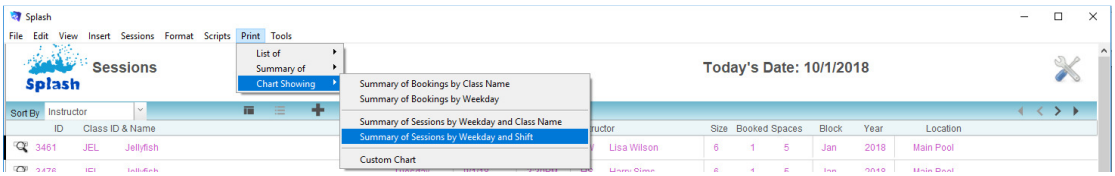
9. Click **Print** to print the report or Cancel to return to your original screen without printing.

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.

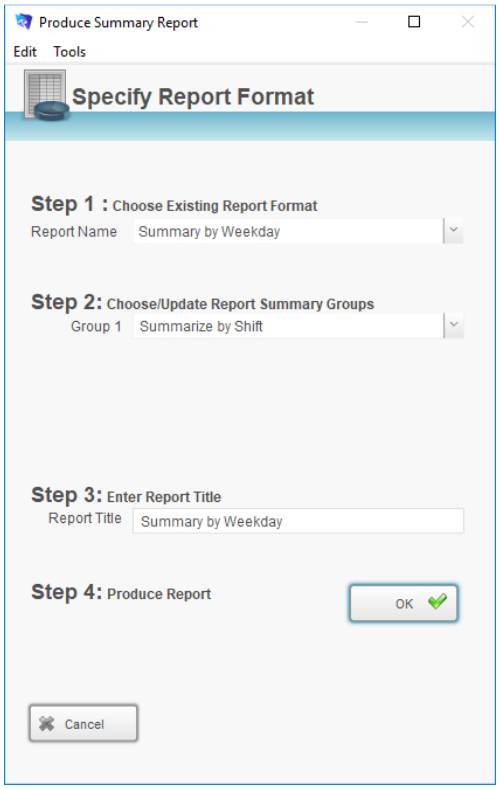
The information in this report is grouped by Weekday.

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.

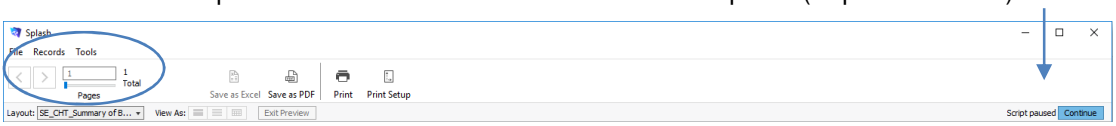


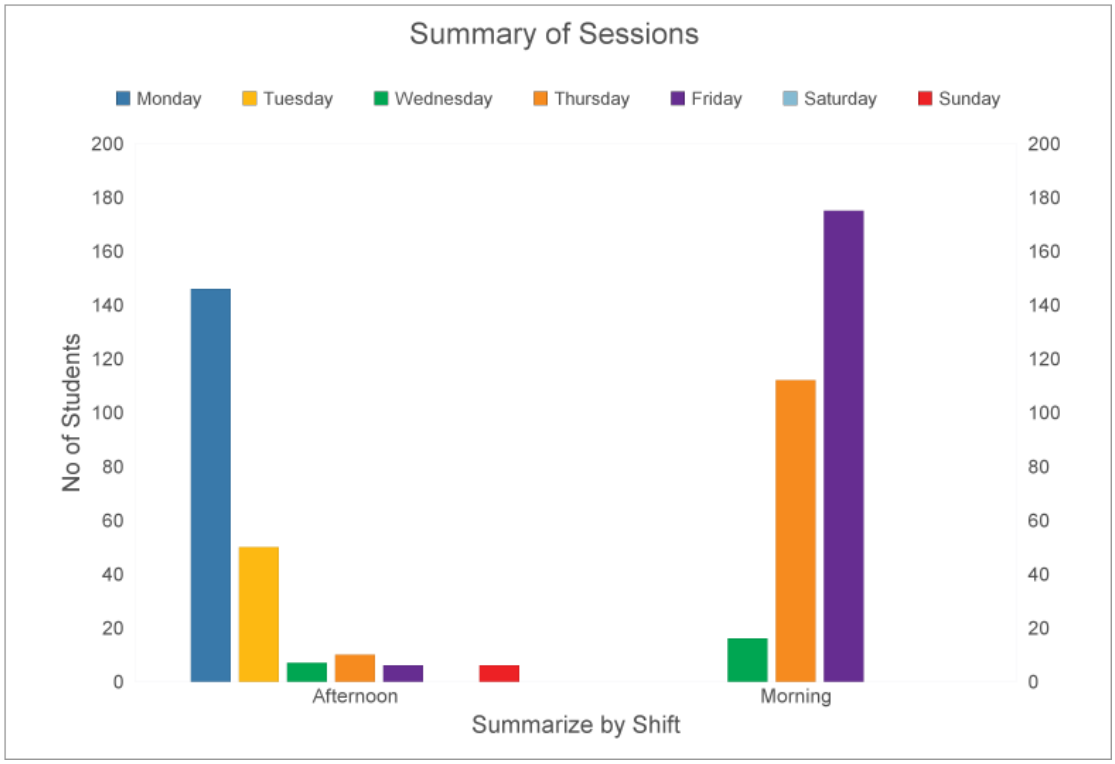
4. The Produce Summary Report dialog will be displayed on your screen.

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.

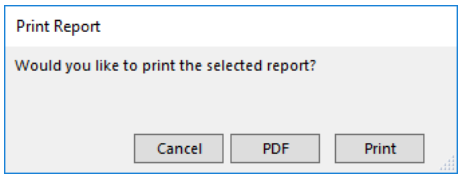


7. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the Continue button on the status panel (or press ENTER).





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



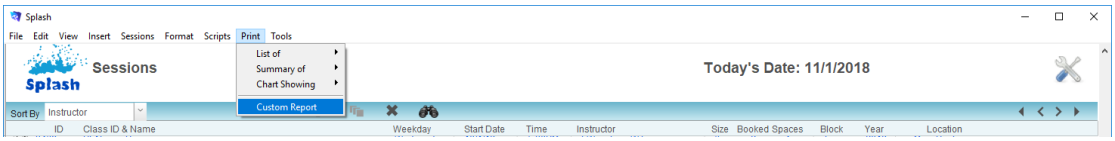
9. Click **Print** to print the report or Cancel to return to your original screen without printing.

Printing a Custom Report

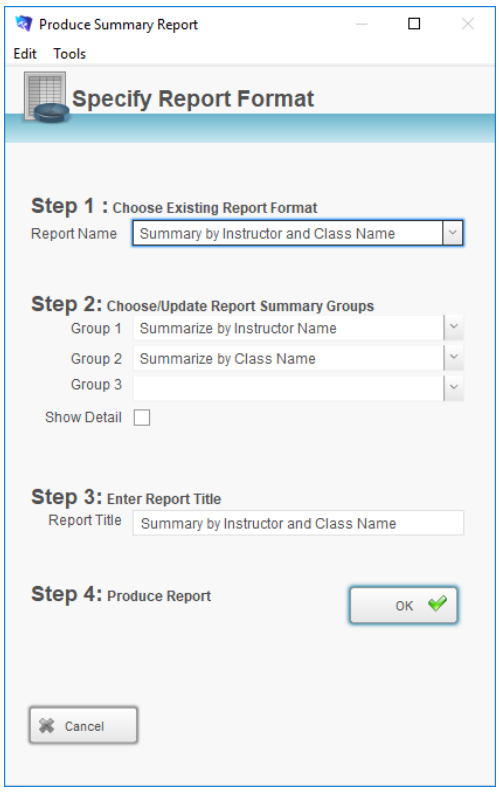
In addition to the generic student reports, Splash provides custom report writing. Custom reports are specific reports layouts where you can change the grouping for summary totals.

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. Select **Custom Report …** from the Print menu.



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



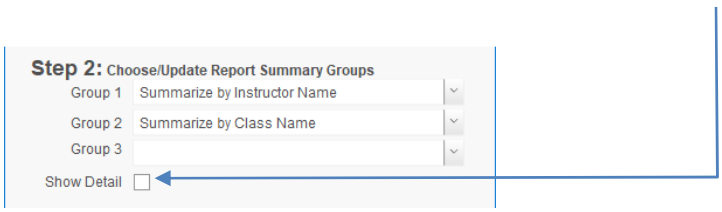
Defining a Custom Report

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.



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
Summary by Instructor and Class Name

			# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Barbara Smith			**11**	**6**	**0**	**72**	**0.5**	**9%**
Penguin			5	6	0	24	1.2	20%
3:30 PM	Mon	Penguin	BS	3		3		
4:00 PM	Mon	Penguin	BS	2		4		
4:30 PM	Mon	Penguin	BS	1		5		
5:00 PM	Mon	Penguin	BS	0		6		
5:30 PM	Mon	Penguin	BS	0		6		
Turtles			6			48	0.0	0%
9:00 AM	Sun	Turtles	BS	0		8		
9:30 AM	Sun	Turtles	BS	0		8		
10:00 AM	Sun	Turtles	BS	0		8		
10:30 AM	Sun	Turtles	BS	0		8		
11:00 AM	Sun	Turtles	BS	0		8		
11:30 AM	Sun	Turtles	BS	0		8		

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
Summary by Instructor and Class Name

	# of Sessions	Bookings	Current Catchups	Spaces	Avg Class Size	% Full
Barbara Smith	**11**	**6**	**0**	**72**	**0.5**	**9%**
Penguin	5	6	0	24	1.2	20%
Turtles	6			48	0.0	0%
Brian Roberts	**14**	**18**	**1**	**95**	**1.1**	**14%**
Shrimps	3	6	0	18	2.0	25%
Turtles	11	12	1	77	0.9	11%
David Smith	**14**	**12**	**0**	**90**	**0.9**	**13%**
Jellyfish	5	7	0	23	1.4	23%
Turtles	9	5	0	67	0.6	7%
Harry Sims	**10**	**14**	**0**	**44**	**1.4**	**27%**
Dolphins	1	1	0	5	1.0	17%
Jellyfish	3	4	0	14	1.3	22%
Penguin	5	5	0	25	1.0	17%
Starfish	1	4	0	0	4.0	100%