



***FITNESS
MANAGER***
MANUAL

DATE, JUNE 2019

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PROGRAM SETTINGS

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

TOOLS – USERS

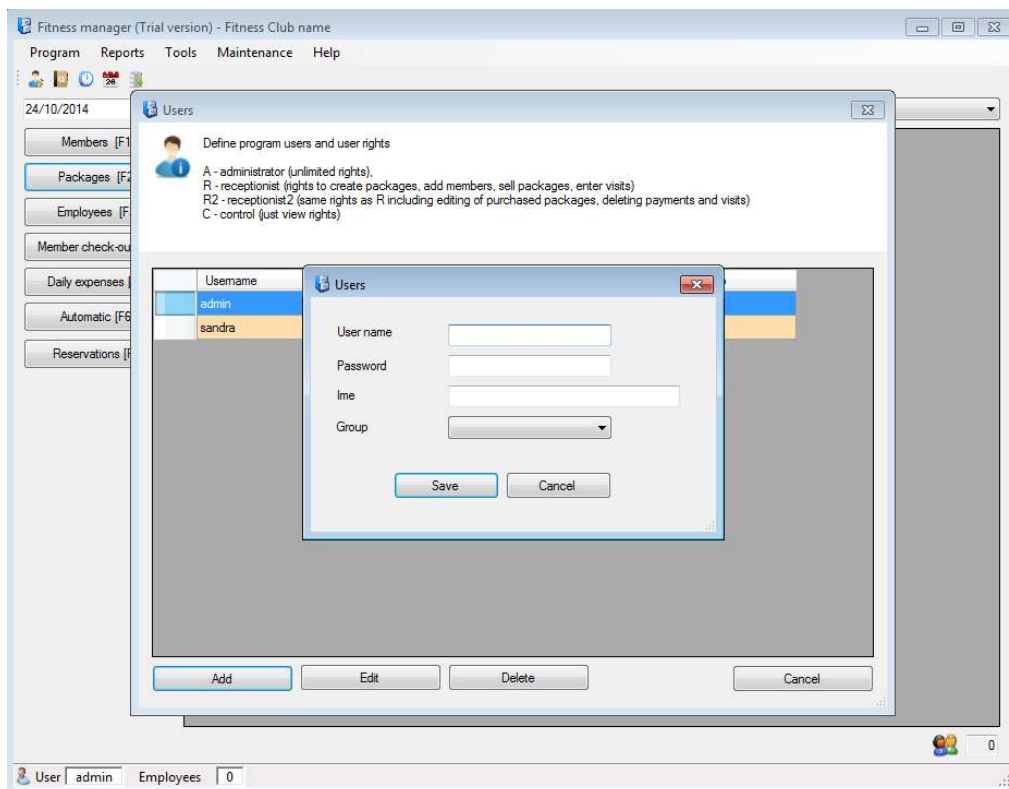
For each employee you can set the rights for using this program. Three groups are defined by default:

A – administrator with unlimited rights

R – receptionist with limited rights

R2 – receptionist with limited rights (same as R and some additional rights)

C – control with limited rights (view)



Adding new user

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

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

Change password

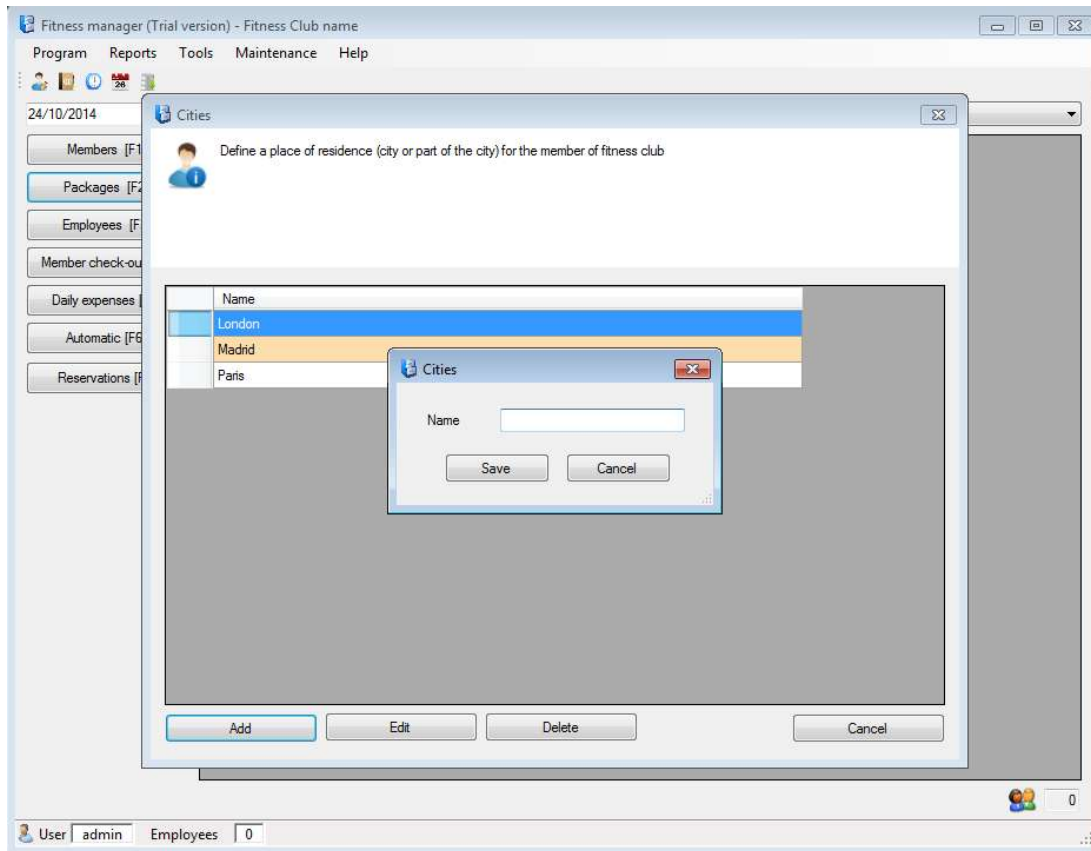
1. On the **Tools** menu, click **Users**
2. Click **Change**
3. Write a new password
4. Confirm by clicking **Save**

Delete user

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

TOOLS – CITIES

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



Add city/part of the city

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

Change a city/part of the city

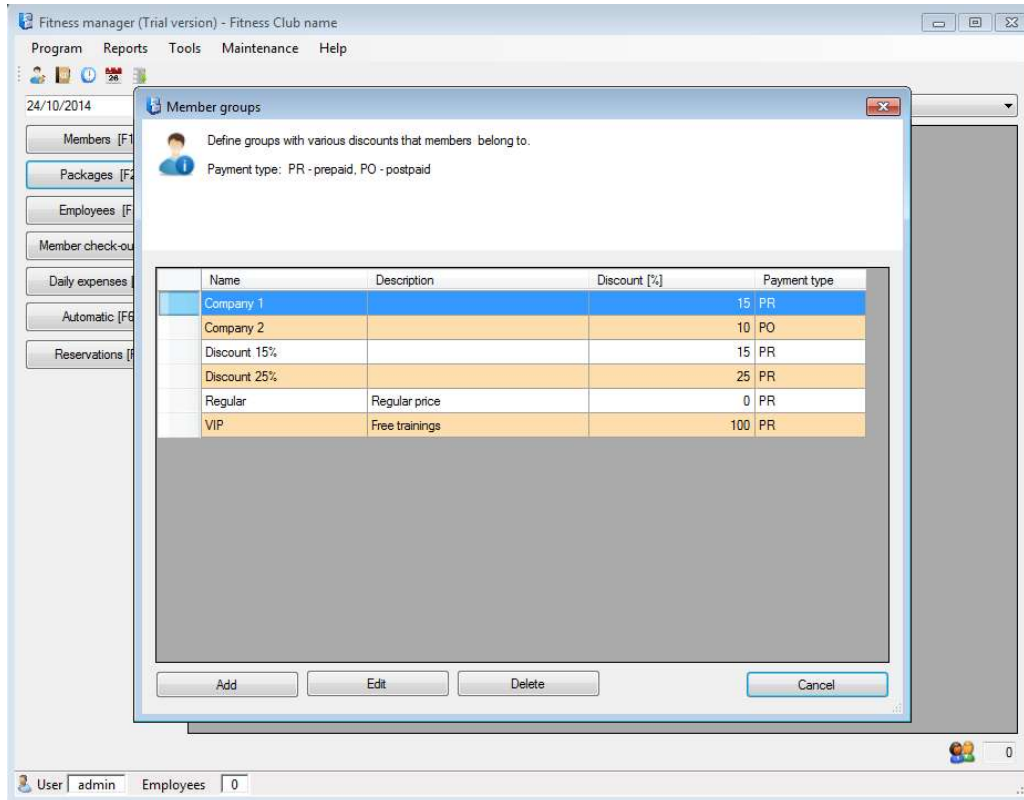
1. On the **Tools** menu click **Cities**
2. Click on the city which name you wish to change and click **Change**
3. Write a new name
4. Click **Save**

Delete a city

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

TOOLS – MEMBER GROUPS

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



Adding member groups

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

Make changes in member groups

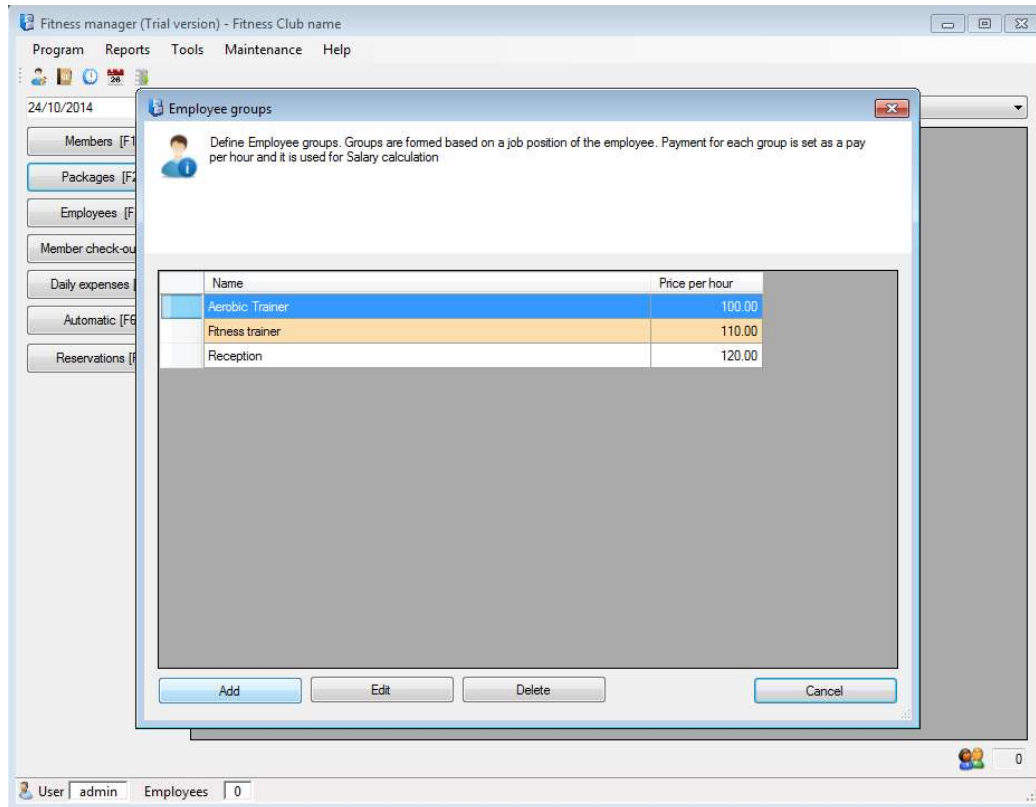
1. On the **Tools** menu click **Member groups**
2. Choose a group you want to make changes in
3. Click **Change**
4. Make changes and click **Save**

Delete member groups

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

TOOLS – EMPLOYEE GROUPS

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



Adding employee groups

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

Make changes in employee groups

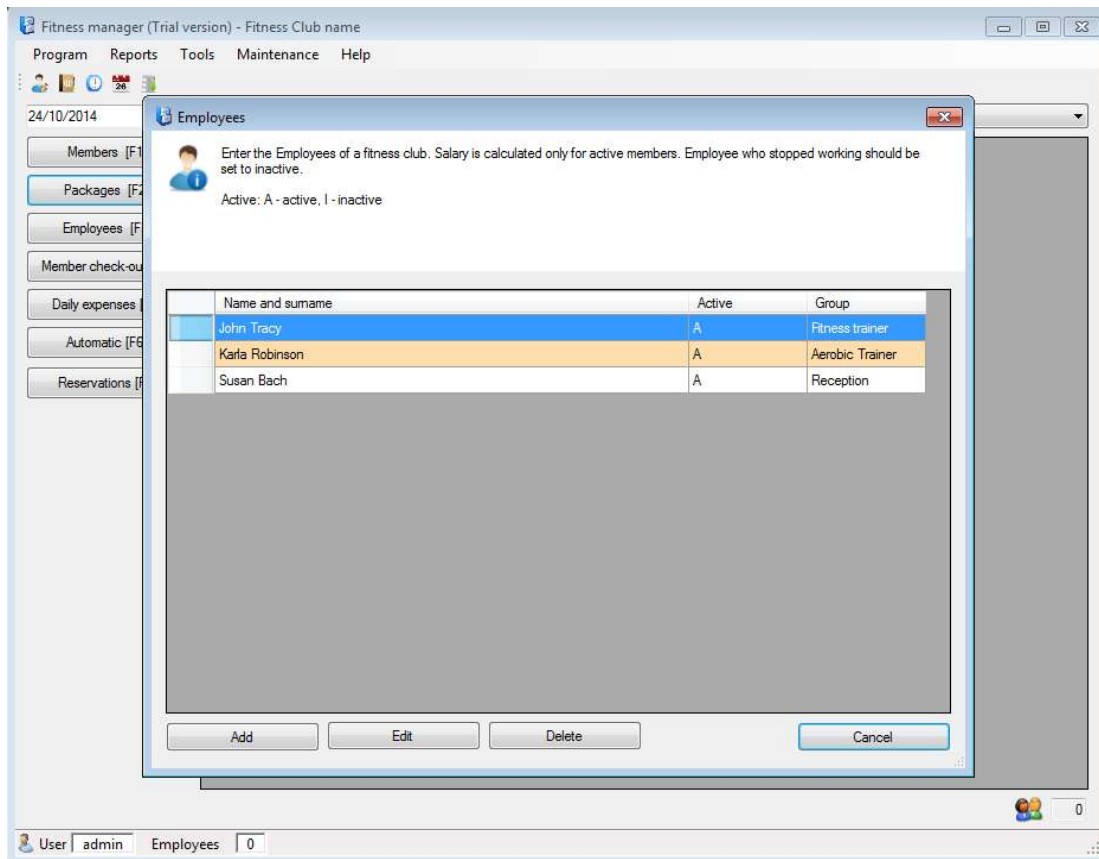
1. On the **Tools** menu click **Employee groups**
2. Choose the group you want to make changes in
3. Click **Change**
4. Make changes and click **Save**

Delete employee groups

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

TOOLS – EMPLOYEES

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



Add employee

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

Change employee

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

Delete employee

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

TOOLS - OPTIONS

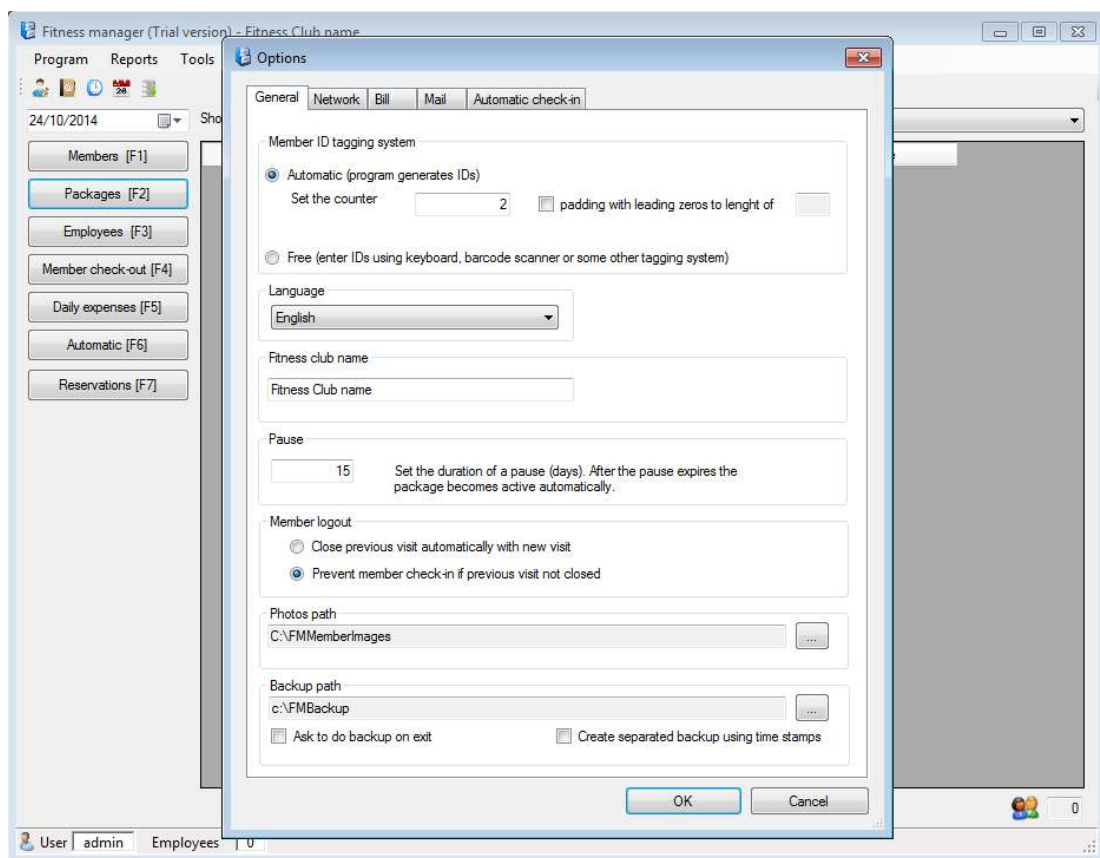
In the Options window you will set the following:

Member ID tagging system

Members can be tagged automatically or free using keyboard, barcode scanner or some other tagging system. There are two modes:

Automatic – enter the starting number and FM will generate ID numbers automatically

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



Change language

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

Club name

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

Pause

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

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

Member pictures folder/backup folder

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

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

AUTOMATIC CHECK-IN MODULE

This module can be used to allow members to do check-in and check-out via barcode scanner, RFID reader or keyboard.

There are 3 work modes which can be set in program options:

1. Register visits automatically (check-in is automatic)
2. Register visits manually (check-in and check-out are manual using F5 and F9 keyboard tasters)
3. Package status checking

To set work mode go to **Tools->Options** and select **Automatic check-in** tab:

The screenshot shows a software window titled "AUTOMATIC CHECK-IN VIA BARCODE SCANNER OR KEYBOARD". On the left side, there are several input fields: "MEMBER ID", "NAME", "PACKAGES", "DAYS LEFT", "VISITS LEFT", and "MODE". The "MODE" field is currently set to "REGISTER VISITS AUTOMATICALLY". To the right of these fields is a blue silhouette placeholder for a member's photo. Below the input fields is a long, empty rectangular box. At the bottom left of the window, there is a small text prompt: "Press F10 to lock this screen".

To lock this screen to prevent members to go to other modules of Fitness Manager pres F10.

To unlock it you will have to use user name and password.

Clear screen time interval

You can set time interval after which screen will be cleared. To do that go to **Tools->Options**, select **Automatic check-in** tab and find section **Clear screen interval**.

UPGRADE TO THE LATEST VERSION

If you are already using Fitness manager you can always upgrade to the latest version. Do not uninstall previous version because you could delete your database.

Installation of new version will leave your old database intact, but just in case before you begin, we strongly recommend to backup your database. You can do it directly from the program using the option in the menu **Maintenance->Backup database**, or you can go to your fitness manager folder and simply copy file named "**fitnes.fdb**" to some other other place on your hard disk or USB drive.

Get the latest version from our website and install it on your computer. Pay attention to uncheck **Launch Report viewer component installation** and **Launch Firebird server installation** because they are already installed on your computer with the first installation.

HOW TO TRANSFER LICENSE TO THE NEW COMPUTER

If you purchased new computer and want to use Fitness Manager on it instead of on the old one, there is a simple procedure that disables FM on the old computer so it cannot be used any more on that PC. After that you can transfer license to the new PC.

1. Start the program.
2. Go to **Help->About** and when About window opens, press and hold Ctrl and then press D.
3. It will popup a window which will ask you to deactivate it. Click OK and it will show you deactivation code.
4. Make a screenshot of deactivation code and send it to us. Also send us FM ID from your new PC so when we check deactivation code we will send you a new serial number.

If you have any problem regarding deactivation, before doing it the best would be to start Fitness Manager as administrator. You can do it by right click on shortcut and select run as administrator.

HOW TO USE BARCODE SCANNER WITH FM

There are 2 member tagging systems in program:

1. Member ID-s are set automatically by program. You set initial value and the program will increment ID-s for each new member you add
2. Free input for member ID-s. This is used for barcode scanners, RFID readers etc. This means you can freely enter ID-s for each member via keyboard or barcode scanner or RFID reader.

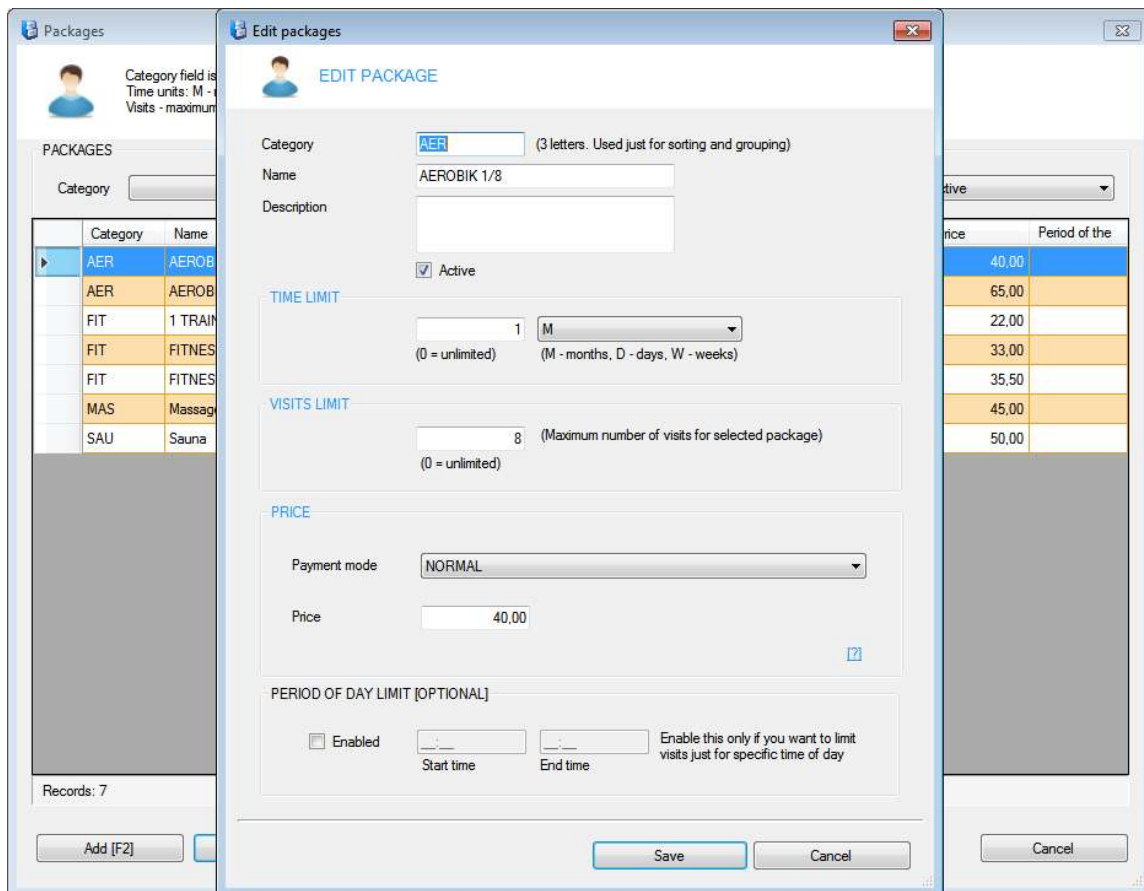
Barcode scanner can be used in regular mode, which means that the receptionist will read Member IDs via barcode scanner and chose the package from the list of active packages that member has at the moment (program allows one member to have more than one active package).

HOW TO SET FREE MEMBER IDS INSTEAD OF AUTOMATICALLY GENERATED

Yes of course. Member IDs don't have to be automatically generated. There is also a free mode for adding member IDs. This means you can enter any ID to each member.

Just go to **Options**, find **Member ID tagging system** and select **Free** instead of **Auto**.

HOW TO CREATE FITNESS PACKAGES



Before you can sell Fitness packages you need to create them. To do that go to click Packages button on the main window.

Category field is used just for sorting and grouping similar packages in the list

Each package has Time limit and Visits limit.

Time limit defines package time duration. If you set 0 it will be unlimited.

Visits limit defines maximum number of visits for selected package

There are 2 payment modes. **Normal** and **Monthly**.

In Normal mode it is expected member to pay in full amount immediately. If it is not paid immediately it becomes membe debt.

In Monthly mode it is expected to be paid in equal monthly amounts.

HOW TO SELL FITNESS PACKAGES

Type in Member ID and press Enter or click Members button to select the member.
Package status: A - Active, I - Expired, P - Paused

MEMBER INFO

MEMBER ID: 1

First name: Karl Last name: Urban
Date of birth: 05.04.2010 Gender: M
Address: Baker street 12 London
Phone: 023/444-333
Email:

Discount group: Regular Discount[%]: 0
Trainer: Payment type: PR
Additional info: Example member Medical Issues:

PACKAGES

Active and paused packages Total debt: 0,00

Package	Start date	End date	Visits	Price	Paid	Status
AEROBIK 1/8	19.03.2019	18.04.2019	8/1	40,00	40,00	A

Days left: 16 Visits left: 7 Debt: 0,00

If you click Members button on the main window it will open a window where you can see basic info and purchased packages for selected member. To select member click on Members button.

To add new package to selected member click New button. When you select a package, payment window will open automatically. Here you can add a payment. If you click on cancel button this expected amount will be added to members debt.

Due date	Payment date	Payment method	Amount
02.04.2019	02.04.2019	Cash	40,00

DISCOUNT [%]: 0
PAYMENT MODE: NORMAL
PRICE: 40,00

If you want to change package end date, package price or pause package click on Edit button.

The screenshot shows a dialog box titled "Edit package" with a close button in the top right corner. The dialog is organized into three distinct sections, each with a "Save" button and a help icon (a question mark in a square).

- Top Section:** Contains "Start date" (19.03.2019), "End date" (18.04.2019), "Visits" (8), and "Reason for this change" (empty text area).
- Middle Section:** Contains "Price" (40,00) and "Reason for this change" (empty text area).
- Bottom Section:** Contains "Pause" (N) and "Reason for this change" (empty text area).

At the bottom of the dialog, there is a "Cancel" button.

RESERVATIONS

The screenshot displays the 'Reservations' window with the following components:

- Calendar:** A calendar for April 2019 with the 2nd of April selected. Below it, a table shows reservation records with columns for Date, Start time, and End time. The table is currently empty.
- View Options:** Radio buttons for 'Day view' (selected) and 'Period view'.
- Filters:** Three dropdown menus for 'Activities', 'Facilities', and 'Managed by'.
- Reservation Form (ADD NEW RESERVATION):** A modal window with the following fields:
 - Date: 02.04.2019
 - Start time: 07:54
 - Duration [min]: (empty)
 - Activities: Aerobic class
 - Facilities: Hall
 - Managed by: John Tracy
 - Client or Group: (empty)Buttons for 'Save' and 'Cancel' are at the bottom.
- Footer:** A row of buttons: 'Add [F2]', 'Edit [F3]', 'Delete [Del]', 'Print', and 'Cancel'.

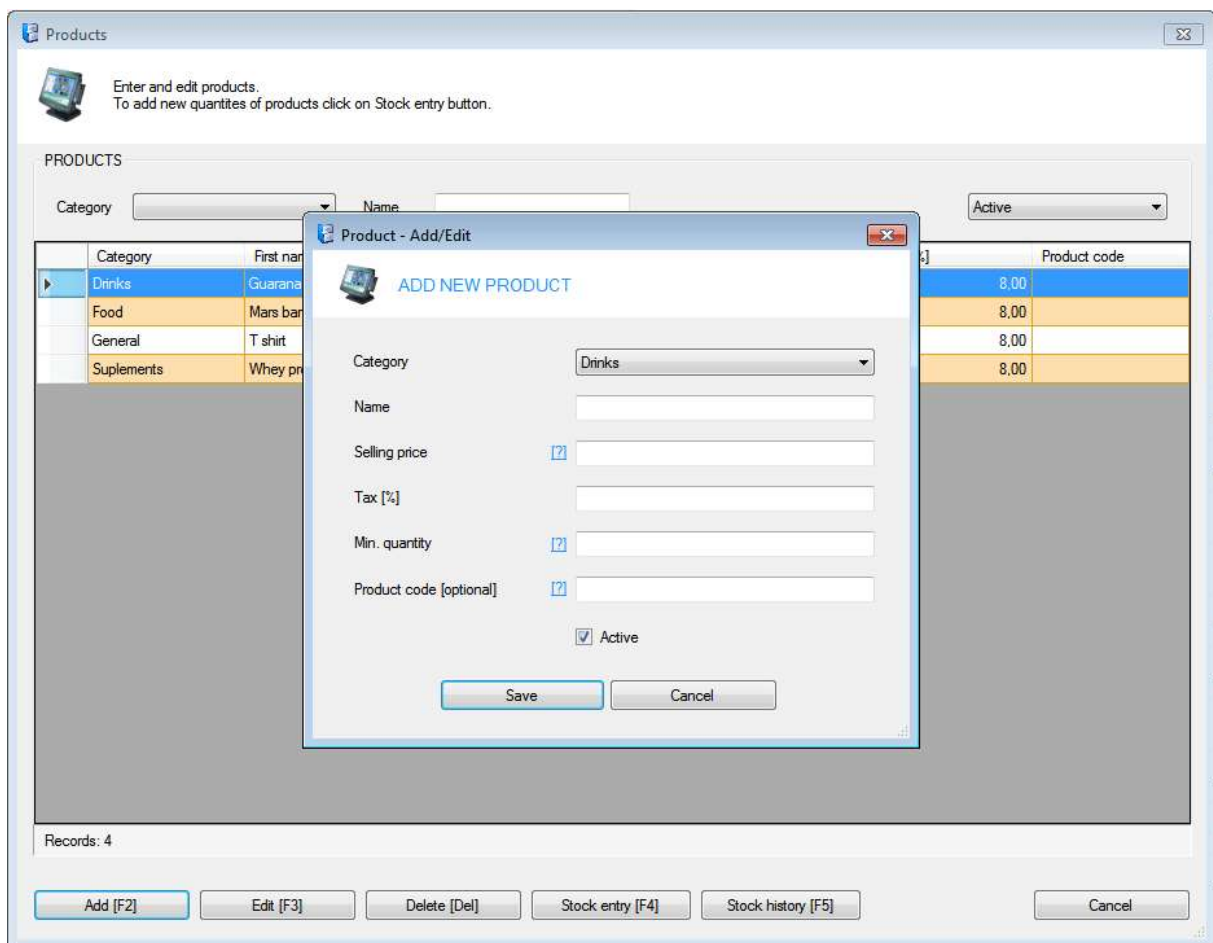
To make reservation for club members click on Reservations button from the main Window.

For each reservation you need to enter Start time, duration of activity and client or group name(if it is group activity) .

PRODUCT SALE

Product sale modules are parts of FM PLUS and FM PLUS DAC. This modules do not exist in Fitness Manager BASIC.

HOW TO ENTER NEW PRODUCTS



Before you can use Product sale module you need to enter products. To do that go to:

Program->Products.

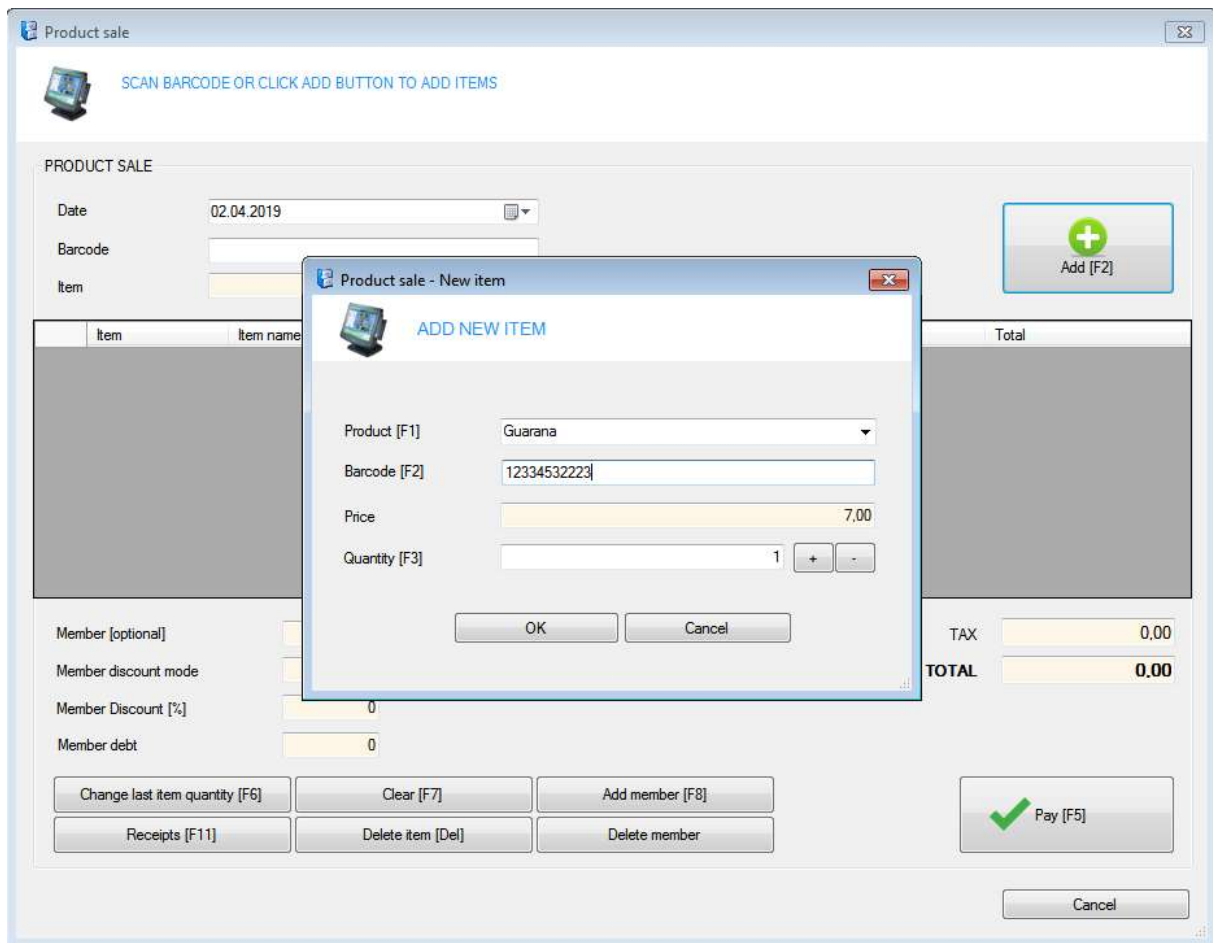
Selling price is the price with Tax included.

Min quantity is used for warning when stock are to low and it is time to add new quantities. There is report in Report->Product supplies->Product supplies below minimum which shows when current stock is below minimum quantity.

Product code is used for barcodes if you use barcode scanner

Stock entry button is used to add new quantity of selected product.

HOW TO SELL PRODUCTS



To open product sale click on Product sale button form the main window.

To add new item you can scan product barcode or if you don't have barcode scanner click on Add button.

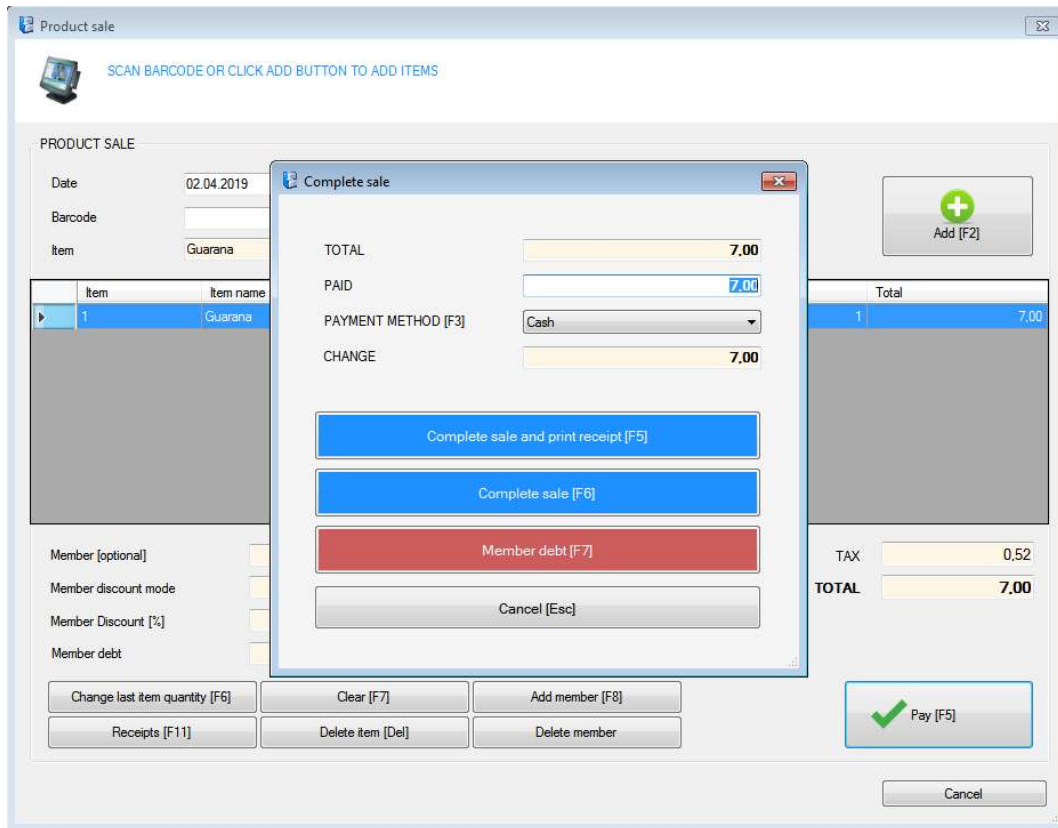
If you need to scan same product many times you can scan just the first product and click on **Change last item quantity**

You can join member to each product sale. To do that click on **Add member** button.

If you want to use same discounts for members as in Fitness package sale go to **Tools->Options->Behavior** and check **Use member discounts in product sale** option.

When you click on Pay button it will open complete sale Windows. There are 3 options:

1. Complete sale and print receipt
2. Complete sale
3. Member debt (Read about this button in section below)



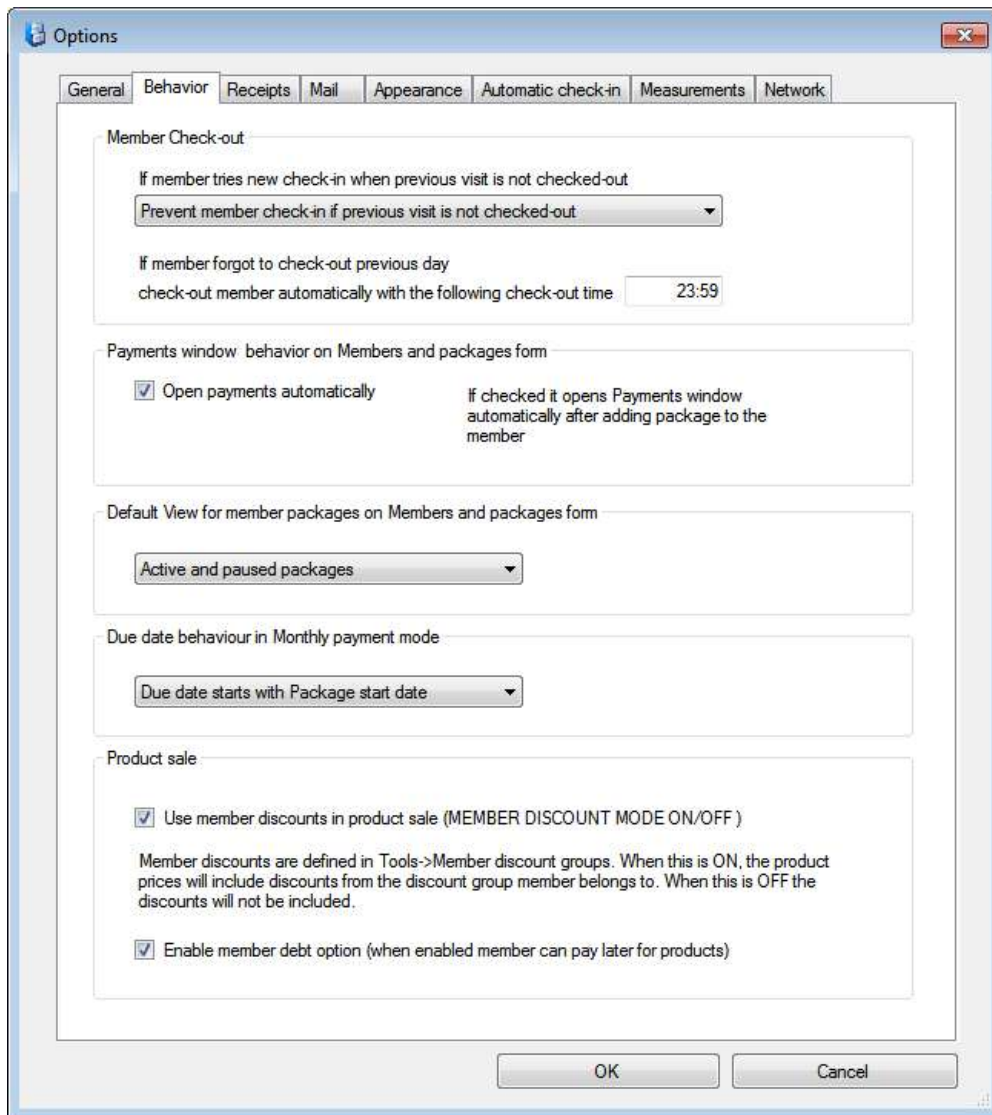
MEMBER CREDIT FOR PRODUCTS

When you click on Member debt button this means member will pay later for purchased products. This is used for member credit option where member can order various products and doesn't have to pay for them immediately.

Those products will be added to his account. Each time he orders something new receipts will be created. Member can cover his debt next week, next month or after some other period.

HOW TO ENABLE MEMBER CREDIT OPTION

If you want to use **Member debt** option where members can pay later for purchased products first you need to enable it. To do that go to Tools->Options->Behavior and check **Enable member debt option**.



HOW TO CHECK DEBT FOR PURCHASED PRODUCTS

When member owes some amount for purchased product this will be shown in red rectangle when you open Member profile.

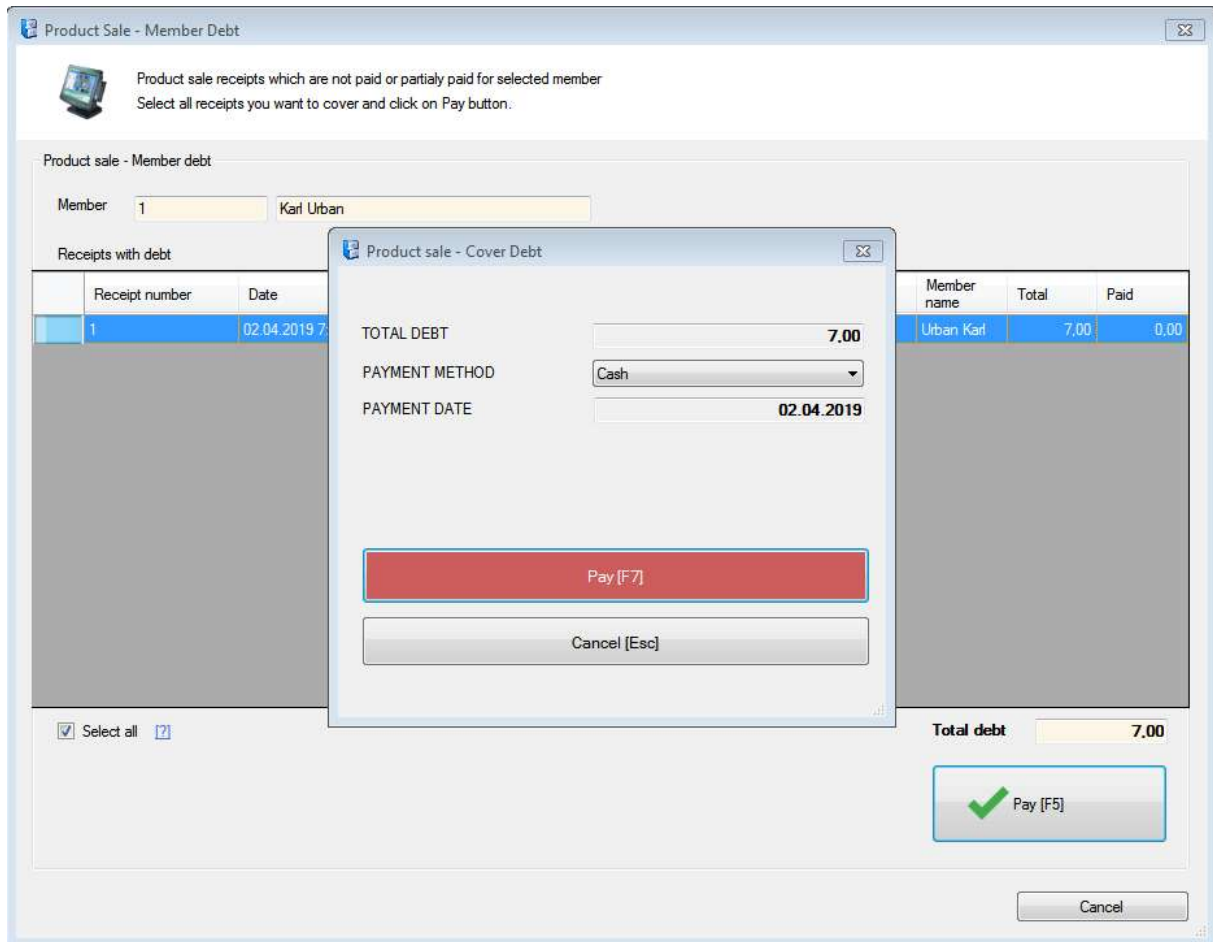
The screenshot shows the 'Members and Packages' application window. At the top, there is a search instruction: 'Type in Member ID and press Enter or click Members button to select the member. Package status: A - Active, I - Expired, P - Paused'. Below this is the 'MEMBER INFO' section with various input fields for member details like name, date of birth, address, and phone. To the right is a placeholder for a member photo. Below the member info is the 'PACKAGES' section, which includes a dropdown menu for 'Active and paused packages' and a table of package details. The table has columns for Package, Start date, End date, Visits, Price, Paid, and Status. A red notification bar at the bottom of the window states: 'Member owes 7.00 Din. for purchased products. To cover debt click here or press F11.'

Package	Start date	End date	Visits	Price	Paid	Status
AEROBIK 1/8	19.03.2019	18.04.2019	8/1	40,00	40,00	A

Click on red rectangle in member profile which show member debt and it will open new window where you can cover debt for purchased products

HOW TO COVER DEBT FOR PURCHASED PRODUCTS

Here you can select which receipts debt member wants to cover.



When you click on Pay button it will print a receipt as confirmation that debt is covered.