



***FITNESS
MANAGER***
MANUAL

DATE, JUNE 2016

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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

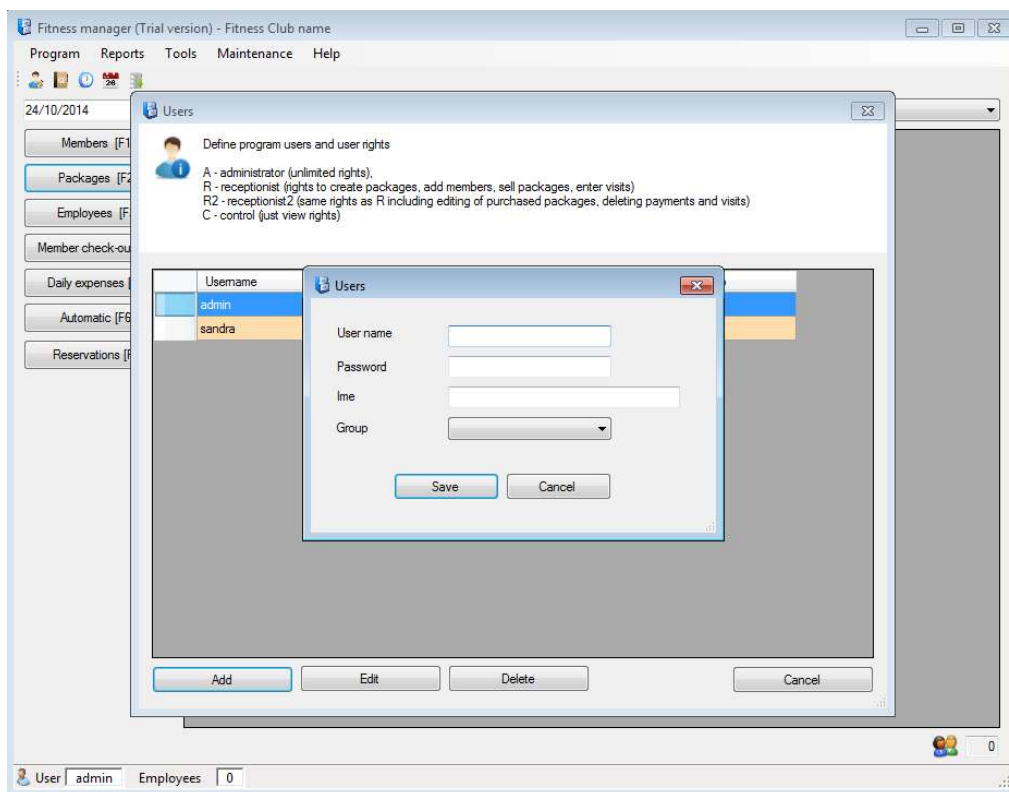
For each employee you can set the rights for using this program. Three groups are defined by default:

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

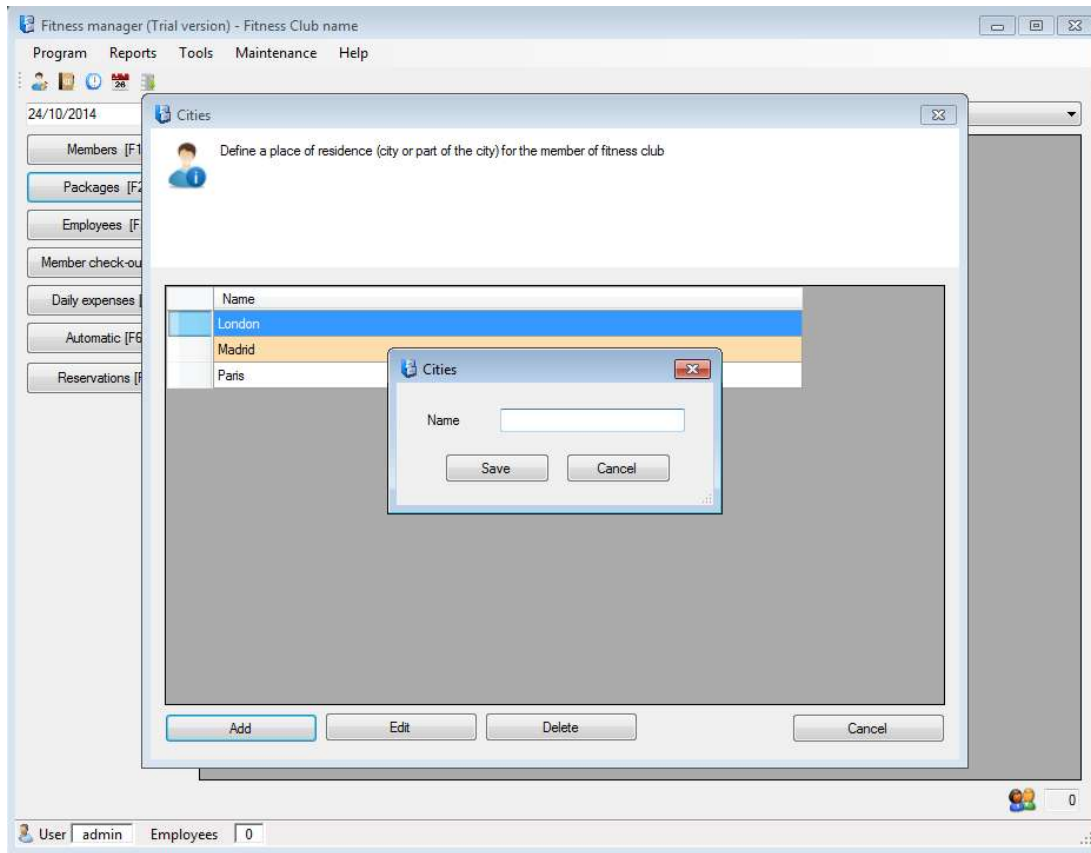
1. On the **Tools** menu, click **Users**
2. Click **Change**
3. Write a new password
4. Confirm by clicking **Save**

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

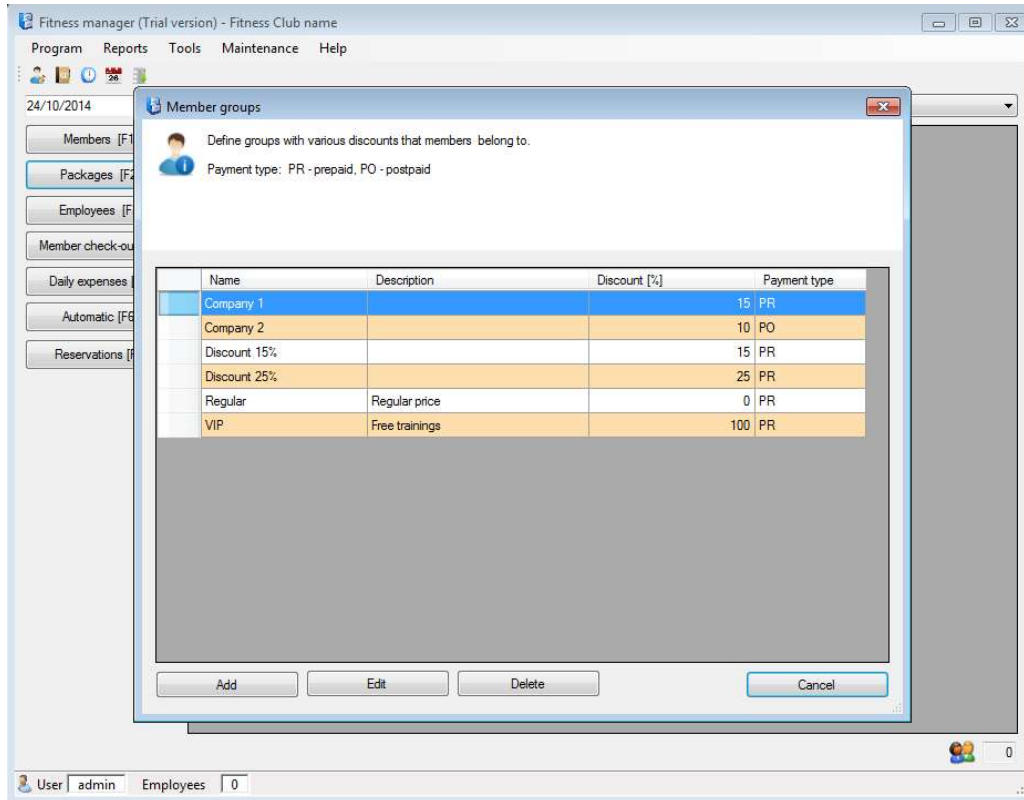
1. On the **Tools** menu click **Cities**
2. Click on the city which name you wish to change and click **Change**
3. Write a new name
4. Click **Save**

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

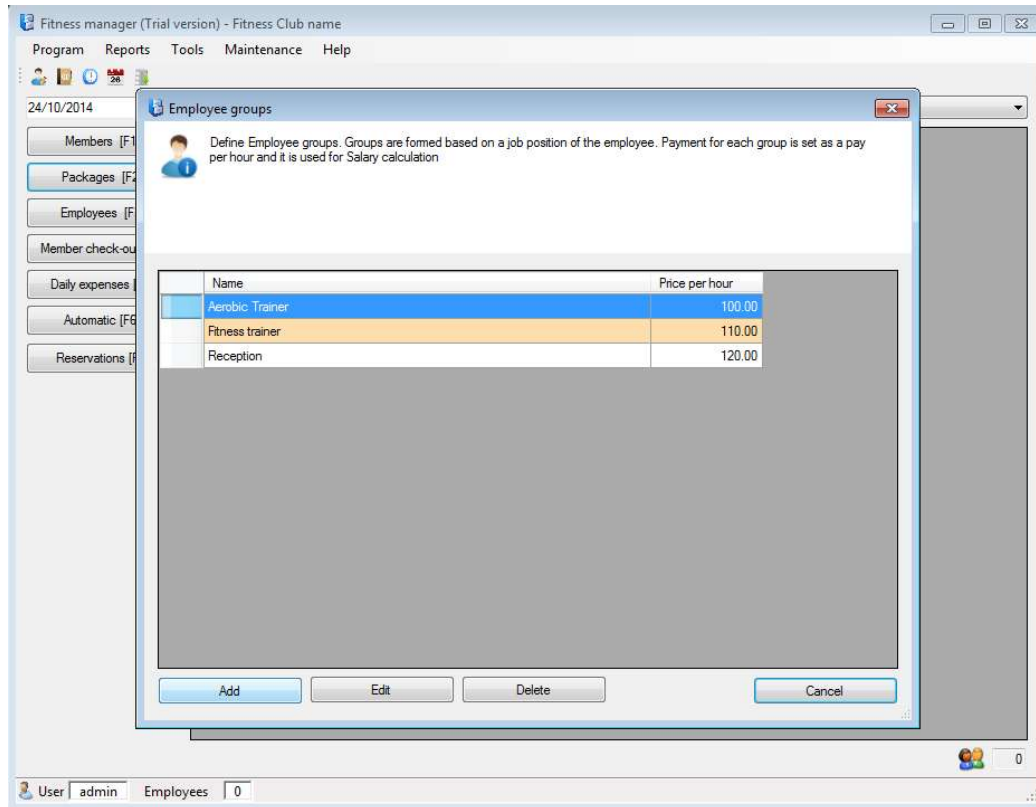
1. On the **Tools** menu click **Member groups**
2. Choose a group you want to make changes in
3. Click **Change**
4. Make changes and click **Save**

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

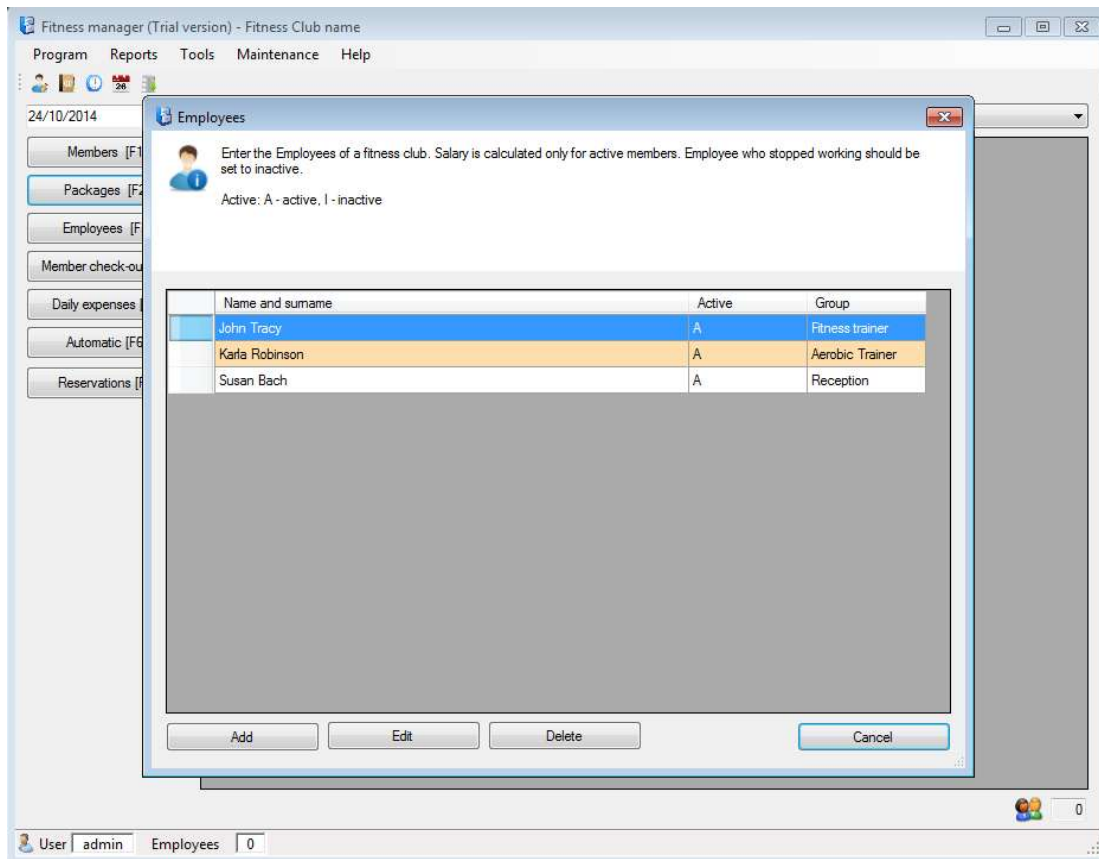
1. On the **Tools** menu click **Employee groups**
2. Choose the group you want to make changes in
3. Click **Change**
4. Make changes and click **Save**

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

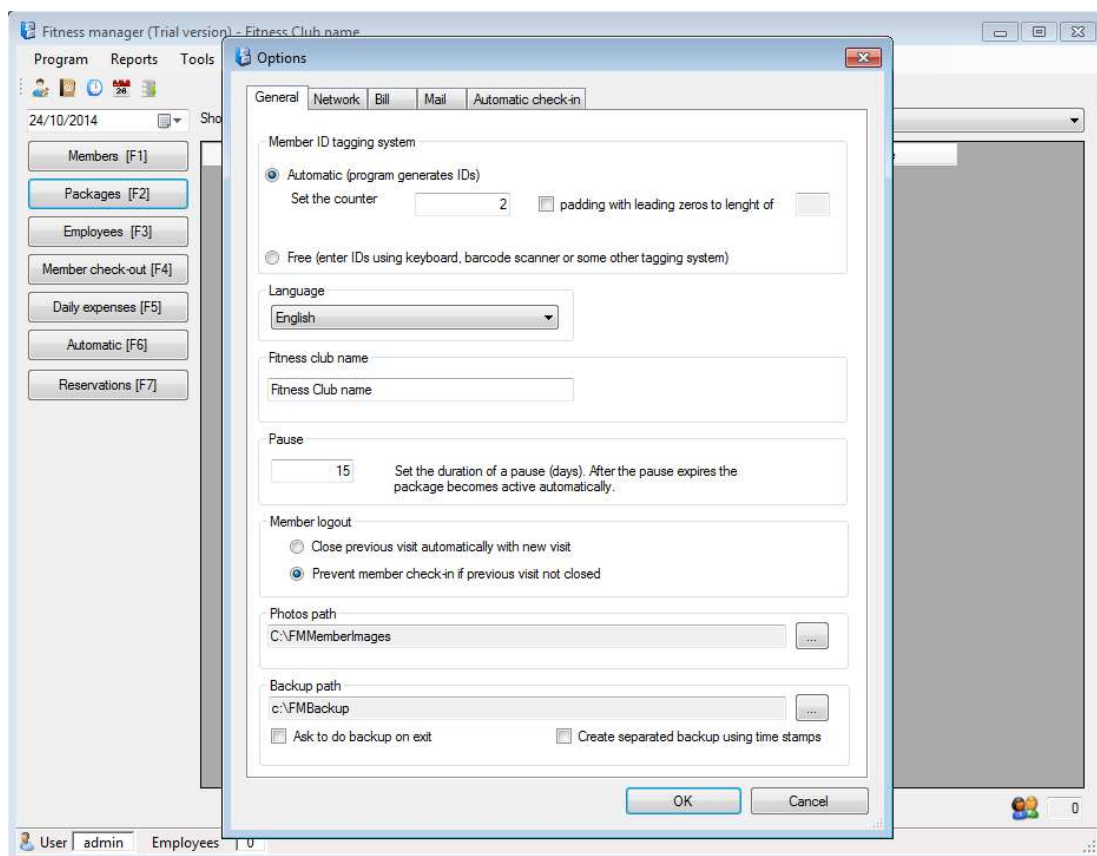
In the Options window you will set the following:

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". The interface includes several input fields and a dropdown menu:

- MEMBER ID:
- NAME:
- PACKAGES:
- DAYS LEFT:
- VISITS LEFT:
- MODE:

There is a placeholder image for a member's profile picture on the right side. At the bottom of the window, there is a long empty text box and a small instruction: "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 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**.