Full Contact Software

Release Notes

Current Download Summary and upgrade requirements

The current version is 5.01

This is compatible with Windows XP sp3, Vista and 7.

Upgrading to 5.01:

Version 5.00 or later: If you already have version 5.00 or later installed then you can use the quick upgrade to upgrade to the later version or service release. This is a smaller download as most of the components you need are already installed so it just updates the updated components.

Version 4.00 – 4.09: If you already have version 4.xx installed then you need to run the full install. It's also recommended that you go to "Control Panel – Programs & features" and uninstall "Microsoft Office Access Runtime 2007". This is no longer required the version 5.xx install will include "Microsoft Office Access Runtime 2010".

Version 3.04 – 3.09: If you have one of these versions installed then you need to run the full install. Once you have done this go to the folder: "C:/program files/ClubAdmn/" locate the file club.mdb, right click on it and select copy. The go to folder "c:/ClubAdmn/" right click in it and click paste. This will copy the data file from the old location to the new location the program will install to. You should then rename the folder "C:/program files/ClubAdmn/" to "C:/program files/ClubAdmn_OLD/" once you are happy the new version is working correctly with no issues this folder can be removed entirely.

Version prior to 3.04: If you need to upgrade from a version prior to this contact Full Contact Software for support.

The Previous version download is 4.09

This version uses the Microsoft Access 2007 runtime, if for some reason you are not able to or do not want to upgrade to the Microsoft Access 2010 runtime then you can use this install. Note: none of the upgrades included in later versions are available in this release.

VERSION 5.01
Initial Release:

Multiple Locations: This initial release contains an update to cater for running clubs across multiple locations, allowing you to assign members to a location. This updates adds the location to the New member screen as well as the view member screen, their location can be updated using the alter member screen. In coming service releases the use of this location will be added to most places in club administrator where members are accessed.

VERSION 5

Service Release 2:

Class based memberships: Where class based memberships are being used for 'class passes' that is a member can purchase a number of classes to be used within a specified time period. In some instances where the member may have already used a class on the day they are purchasing the classes or has been allowed to train in classes after they have used all the remaining classes this will lead to them having a negative class balance. In this event when purchasing more classes the option to allow for these classes to give full credit for the purchased classes will be given.

Service Release 1:

Command line emails: You can now send emails using a command line send. This avoids the need to send through your default email client (such as outlook) as there are some limitations with sending using these. These limitations are mainly due to these more and more containing measures to prevent 'silent' sending of emails, this is designed to reduce the impact of viruses that can send emails but also makes it more difficult to legitimately send bulk emails, this update addresses this.

HTML emails: Club Administrator now gives you the option to send html formatted emails. There are two ways this can be done, with a html input screen this screen allows you to edit your html with any editor you are comfortable with then copy it to club administrator to send. We also have included an advanced html editor, this control is supplied by a third party and we have had some issues installing this on some PC's, so while this is included in this release we continue to test it and work through the issues that have been found and may yet end up using a different control (if this does not install correctly on your PC it will automatically revert to the input screen option). Note: a registration screen will appear when you use this editor, ignore this, do not attempt to register, this needs to be done by full contact software once we verify this control will be able to work on all PC's.

Mobile phone SMS sends: There are now a number of phone plans available that include unlimited SMS's, to take advantage of this we have included a option to connect your mobile phone to the PC by USB to send SMS messages. This uses a third party program to send the messages. There is a one of cost to register this but this avoids third party fees in online SMS services that we connect to.

Report attachments on emails: When you send items such as Membership agreements / cancellations, account statements, purchase orders… This gives you additional options to format these and include standard messages with them.

More report attachments on bulk emails: You can now send promotion invitations / pay advices as attachments as part of a bulk email send, via the multiple messages screen.

Initial Release:

Office 2010 Conversion: This version has been compiled to be compatible with office 2010 and use the Access 2010 runtime.

- This conversion has also involved changing the menus to a Ribbon, in line with other programs.
- This resolves previous issues with exporting reports to excel and other office formats.

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Bill Buddy upload: When a file is produced for uploading to Bill Buddy a dialog box will give the option to open a web browser with the Bill Buddy logon address.

Deactivate Family: If you deactivate the payee on a multi-person membership without selecting a new payee then you will be given the option of deactivating all members on the membership.

Leads Follow up Flag: The leads screen notes now have a follow up flag added. This enables you to schedule actions in regard to leads. There is also a Lead follow up screen the same as the member follow up notes screen. This screen is accessed from "Contact – Leads Follow up".

Levels / Grades Delete: You can remove levels and grades even if they have members / records associated with them.

VERSION 4.09

Service Release 1:

Remove pictures of inactive members: The size of your database is greatly increased by storing member pictures. To reduce the size of your database you can now have inactive members pictures removed from the database, these pictures will be stored in an mem_pics folder and if you go to the view member screen you will still see the picture. However storing the pictures in this way means they are not able to be displayed in lists of reports.

Load member pictures from file: There are several ways you can load members pictures, but some times users have problems with these. We have added another option to make the process simple you can now place the members picture in the mem_pics folder and it will be loaded when you select their record in the View member screen. You can save these as either .bmp or .jpg.

Email promotion invitations: In the promotions form you can select a promotion and email all those attending their promotion invitations.

Payment request process dates: When uploading Bill Buddy files the payment processed date is contained in the file. This date is now being used as the received date, this will ensure consistency of the dates in club administrator. Note: that this is the date funds where deducted from member accounts actual transfer of these funds from Bill Buddy will normally occur 3 business days later.

Time Clock: Added time that employee has been clocked on for when clocking off. Also confirmation message if more than 12 hours has been worked. These are both aimed at reducing incorrect recording of hours particularly where employee may have neglected to clock off on previous day.

Initial Release:

Collection Fees Report: Provides report of fees loaded from external collection for a period. This report includes the amount requested and fees included in this request to enable balancing of payment requests against funds received.

Ftp Backup: You can now backup your database using ftp. This means that if you have a server you wish to back your data up to you can. Many clubs will have websites that are hosted on a server, you can use this to backup to. This runs in addition to your regular local backup and you can specify how many copies of the backup you wish to keep on your server.

VERSION 4.08

Service Release 2:

SMS Broadcast: In this release we have added another company to handle SMS messaging. In recent times there has been issues with some windows XP pc's not being able to link to SKYPE. Pros / cons of SMS broadcast:

- Only 5.5c per SMS
- Uses https interface so no pc connection issues.
- Only available for Australian numbers.
- Go to https://www.smsbroadcast.com.au/ for more info

Service Release 1:

Class Entry Monitor: The class entry monitor has been updated:

- List classes that for the current day.
- On selection of class show all members in that class.
- On selection of a member in the class show their details.
- Produce report of members in class.
- Once a member in a class is selected a 'Member report' can be produced for the member.
- Once a member is selected a message can be sent to the member using the standard messaging screen.

Minor Fixes: There are a number of minor fixes included in service release 1.

Initial Release:

Bill Buddy Integration: In this release there has been changes to allow files containing payment requests to be sent to the collection agency 'Bill Buddy'. These files contain bank account / credit card details enabling all aspects of client management to occur within Club Administrator and eliminating the need to use a third party website. There are several clear advantages in this:

- Quicker – use of web applications is slow not only due to connection speeds but also server response times. The speed of Club Administrator running locally will save time in many tasks.
- Less external processing – There is no need to send agreements to the collection agency as they do not need to set up payment schedules and such. These are stored in Club Administrator and printed out for member to sign. This also means we have been able to negotiate NO SET UP FEE deal for you, so you or your client will save money.
- Less errors – As data is stored in club administrator and printouts produced for members to sign there is far less room for errors to occur.
- FREE collection for clubs. Low transaction fees can be passed onto members so there is no cost to clubs.

Limited Class Memberships: limited class memberships are becoming more widely used so to increase the flexibility of how these are used we have changed the period associated with these from being locked to that associated with fee payments. So you can set up a membership type to pay monthly or 6 monthly but have it limited to 2 classes a week.

VERSION 4.06

Members: previously members had been referred to as students, as the software is being used in gyms where members are not students as such, this is progressively being changed throughout club administrator.

New Member report: Go to Members – New Members to produce a report of all members starting after a certain date with their pictures. This report can be limited to a specific program or age group if required. This allows you to print out pictures of members starting recently, this can then be used to assist desk staff to recognise new members and learn names.

Report Formatting: All reports now use the default paper settings for the computer the report is being opened on. This avoids problems / errors that may occur if using different paper sizes.

Renumber Members: When the renumber member option is selected from the "Member – Alter Member" form it had several fields not correctly displaying, these have been removed.

Class Entry Module Configuration: The configuration settings of the class entry module are now saved on the PC so that if you upgrade the class entry module these will load avoiding having to reconfigure it every time you upgrade. NOTE: when you upgrade to this version you will need to reconfigure as in the past as previous version did not save this information.

VERSION 4.05 SERVICE RELEASE 3 / 4

Please note that due to changes in the data being sent to the class entry module, you must upgrade class entry module and main module together if upgrading to version 4.05 SR3 or 4.

Class Roles: A number of enhancements have been made to the class role functionality.

- A new report showing all students and their classes can be accessed from the class role screen. If all students should be assigned to classes this makes it easy to identify those who are not. This report can be limited to a specific style/program, can be run for only members not on a role, only those on a role or all members.
- Adding students to roles, you can now show all members assigned to a style or program, allowing you to add members to a class that may not meet the regular criteria for this class.
- Class role information is now sent to the class entry module. In the class entry module you can select how to use this information.
  - Only display classes for students in role. This enables you to limit all students to specific classes.
  - If class role exists only display class for students in role. This allows you to have some classes for specific students and other classes to function as they always have.
  - Add classes for students on role, where you want some students to be able

Student Alert report: Two new fields have been added to the custom reporting student data available. Alert_Flag, this will be true if the alert flag has been set in view student. Student_Message, this will contain any message set for the student in the view student screen. This enables custom reports to be created that show what students have alerts / messages set.

Class Entry SR4: Some New numeric keypads where causing an error where the class entry form would keep resetting or only accept a single digit number. This error relates to recent design changes to these where the num lock key has been removed from them and replaced in many instances by a tab key. Due to extensive filtering of the input to the class entry module, to make it as robust as possible this design change was leading to the errors. SR4 or the class entry module specifically addresses this problem and rectifies it.

VERSION 4.05 SERVICE RELEASE 2

Scheduled Promotions. Promotion certificates can now be produced direct from this screen, making it convenient to add a person to a promotion and print a certificate for them at the same time.

Marketing Results Tracker: Due to changes in the student lookup this was not showing students names, only student numbers. This bug has been corrected.

VERSION 4.05 SERVICE RELEASE 1

Bulk Messaging. An error was occurring when generating list with "No Duplicate Phone Sends" this bug has been rectified.

Sales: The sales screen was extremely slow to open and in some cases appeared to freeze. This was the result of student lookup changes in version 4.05, minor changes where made to rectify this.

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VERSION 4.05

SKYPE. This version adds the use of Skype for messaging.
- When sending both single or multiple messages these can now be sent by Skype.
- Can initiate calls to both mobile and land line phones via skype.
- When sending multiple messages now also have option of sending IM (instant message) via skype.

Note: Skype features are only available to professional version users. You must have Skype installed and running on the PC Club Administrator is installed on to access these features. If you wish to send messages to phones or call phones with Skype you will need Skype credit or a Skype subscription.

Student Lookup: You can now search for students names by surname anywhere a standard student lookup can be performed.

Employee – Approve Hours. A bug was discovered in this screen where the 'Add Work Record' option was selected and no employee is selected a record was added and then could not be removed. Records can no longer be added without an employee. If records exist without an employee these can now be selected and deleted.

VERSION 4.04 Service Release 1 Change details.

Send Multiple Messages. Some operations such as cancelling a partially completed send where taking a long time to complete when working with large numbers of sends.
- Tuning was done to improve performance. When working with hundreds of sends some delays will be unavoidable.
- Added % loaded display to status when large send lists are loading so user can see progress of load.
- Issue warning if loading more than 250 items, display 250 at a time.

Manage Agreements. Adjust sorting so active agreements always appear first (were sorting by date which meant if a cancellation was created after the active agreement was created it would appear first in the listing.

Attendance Entry.
- **Non-timetabled classes.** In attendance entry after the last timetabled class appears a non-timetabled class button. This opens a screen that allows you to create classes and add students to them that are not on the timetable. This makes recording private lessons and other one off training events simple.
- **FIX** – if a student had the alert box checked in the View Student screen and no message entered an error would occur in attendance entry when entering the student in a class. This service release fixes this bug.

Affiliation fees. Updated affiliation fee screen to allow inactive students to be displayed.

Manage Pays. Added email of pay advice to employees.

VERSION 4.04 Change details.

Emails. The Club Administrator messaging screens previously used to send messages to mobile phones can now also send to email.
- Send bulk customised email messages to present or past students.
- You can now choose to send to email or SMS, as a priority or only one or both.
- Allows you to specify number of emails to send before pausing, this can be important where some servers will reject messages if flooded.
- Can add conditional fields so if you are sending to all current and past students you can change the wording for current and past students.
- You can also send individual emails in the same way.
- Will save time and make messages more personalised.

Payment requests. Club Administrator can now produce payment request files to send to collection agencies to collect student fees.
- This allows you to vary the payment request amounts, by doing this you can include students purchases or other items in the collection amounts.

- We also let you specify an additional class amount in limited class memberships. Using this in conjunction with payment requests means where students are on limited class memberships they can exceed their limit and you can have them automatically billed at the end of the payment period.
- The payment requests use a specific student account type where any payment assigned to this account will have a request generated. This gives you full control to update payment amounts and view exactly what was included in any request.

Promotion Certificates. These can now be produced either before or after a student has been promoted, this allows certificates to be printed and handed to students at the time of promotion.

Payment methods. Entries in the general ledger can now have a payment method associated with them. This feature allows for easier accounting reconciliations.

Income Per Student. How much is a new member worth? The Income per student reports answer this for you including training fees, sales and promotion fees.
- Gives you a number of standard reports including: Average profit per member enrolled; Average paid per student still enrolled; Cumulative profit per member and more.
- You can specify the period length to break this report down by and you can configure your own reports from the analysed data.
- Using this information you will know how much a new member is worth in the first 6 moths, year and so on, this allows for drop out rates as well. So you will know if you enrol someone on average you will get $xxx in the first year from them and $xxx in the second year and so on.

Other improvements: a lot of other small fixes and updates where included in this update.

VERSION 4.03 Change details.

Marketing. Club administrator will now track and report on advertising / marketing campaigns being run.

- Record advertisers and campaigns.
- Assign leads and new students to advertisers or campaigns
- Assign expenses and income / stock from leads to campaigns.
- Issue referral credits to students referring others.
- Report marketing results.

Class Entry Monitor. Several updates have been made to class entry monitor:

- Can now be set to start automatically when club administrator is started.
- Has resend option to refresh data for a selected student in class entry.
- You can set an alert for students, so when they log into the class entry module a sound will play and the monitor will change colour, alerting you that you need to take some action in regard to them.
- Will automatically trigger a synchronise if one has not been done for previous day.

Expand Comments. Double clicking on the student comments will now expand this, opening a form just for viewing / editing comments. This allows extensive comments to be easily maintained for each student.

Promote All. When promoting students in a promotion you will be given the option of not confirming each promotion, allowing all students to be promoted in one click.

Invoice Fees. The fees due / overdue screen now gives you the option of printing out invoices for students being reported.

Sales Costs. When a sale is made the cost of the goods being sold is now stored at the time it is made, this will allow more accurate reporting of profit margins across long periods where the cost may have changed to what they previously where. This change is being made to cater for an update in the next release that will give the average member value, and allow you to compare members starting now with those in previous periods.

Message of moment. This message is now permanently stored in Club Administrator so when upgrading to a new version it remains in place rather than reverting back to default message.

Birthday Greeting The Class Entry module can now be set to pay a happy birthday greeting when someone enters their number on their birthday.

VERSION 4.02 Change details.

Member Fees. Until now if you wanted to have a different fee amount to your existing memberships for a student you had to add a new membership type with this fee amount. This updates allows you to change the recurring fee amount for a member to be different from the standard price set for the member type.

Class Entry Monitor. Start the Class Entry Monitor in Club Administrator and you will be able to see who is logging into the class entry screen.

Import Student Data. Further updates to cater for missing data and increase ease of use..

Attendance Entry. Added membership type and due date to this screen to allow easy identification of fee status when manually recording attendance .

Leads. When changing a lead to a member any custom fields for the lead that match custom fields for member will also be copied across. This makes it possible to add members when they are leads and then just convert them to a member keeping all required information.

Student Cards. You can now print student cards directly from the view student screen. Particularly useful when only needing to print single card as it opens with selected student number already loaded.

Back ups. A 5 second timer now gives you the option to skip auto backup if you have this option selected. Now you can protect your data by automatically backing it up but if you are in a hurry (a client is waiting) you can skip it quickly and easily.

User Guide The user guide has had extensive updates.

Bugs and errors. Several minor bugs and enhancements have been included in this release.

VERSION 4.01 Change details.

Income received by month. This report has been modified to separate all income and expense items providing totals for these. This allows for easier financial reporting.

Employee Menu. Functions under this menu are designed to allow the following:

Employees - specify which members are employees, specify pay rates and if they are paid for instructing classes they can be flagged to have a work hours record created automatically when they are recorded as an instructor.

Work Hours - specify regular work hours for employees.

Clock on / off - this screen is used for employees to record their start and end times.

Approve hours - review hours worked and approve these for payment.

Manage Pays - generate pays from worked hours adding any additional payments or deductions.

Pay summary - report for period or employee pay totals.

Options screen - Has added settings for specifying pay period and pay day.

Finance reports. Net pay and any deductions including tax are included on income received by month and day reports. This now enables a complete financial picture to be maintained directly in Club Administrator.

Member types. Increased the size of this in screens where it is displayed allowing longer descriptions to be seen.

Import Student Data. Has been updated to be more robust and cater for unexpected field sizes.

Bugs and errors. Several minor bugs and enhancements have been included in this release.

VERSION 4.00 Change details.

VISTA / Office 2007 Compatible. Extensive changes to allow to run under vista operating system and interact with Office 2007.

Custom Reporting. New export functions under custom reporting to allow data and reports to be exported direct to a file. This update was instigated due to issues with exporting data when office 2007 was not installed.

Custom report shortcuts. Shortcuts to custom reports can now be configured under custom reporting to appear in the reporting or quick launch menus. These shortcuts enable you to open custom reports without first having to open the custom reports screen. This enables you to set up reports you use often so that one click will open the report or alternately export the data to a file.

Security consolidation. An extensive review of the security functions was conducted. Several minor bugs where removed and some screens that did not have security functionality correctly applied to them where fixed. An update to the install process was made so that any time a new version is installed the security screens table is refreshed from a master file to ensure no updates are missing (this table was modified previously but if it ever got out of sync could not be fixed).

General Ledger tuned. The general ledger screen had become very slow to open once there was a significant amount of general ledger information stored. This has been tuned to speed it up. In order to achieve this red / blue colour coding to represent if an item was income or expense had to be removed.

Contact Manager. Additional search criteria has been added to the contact manager screen to make this an even more effective tool.

Menu tidy up. Finally the menus and item descriptions was reviewed and cleaned up. As part of this all the reports duplicated under the reporting menu where removed, so reports only appear in the menus of functions they relate to.

VERSION 3.08 Change details.

Multiple style affiliations. For a long time Club Administrator has been leading the way with multiple styles catered for. Now in just the same way affiliations can be managed independently for multiple organizations. You can have different affiliations associated with each style or program you run.

Increased flexibility in card formats. You can now have cards set up with different backgrounds and header lines for each of your programs. This allows you to issue specific cards easily when required.

Card Printed flag. Tracking what student cards are required to be printed is now easy with a flag set to indicate when card was printed and to trigger card prints or reprints.

Profit Graph. You can now see the net profit or expenses graphed as well as income, this gives you a clear visual picture of how you are going financially. This data can now also be displayed by month, quarter or year, allowing you to see a true map of your performance that is not distorted by monthly ups and downs. This allows you to see trends in expenses, income or profit, you can then clearly make decisions about which aspects of your business need to be worked on and see the results of this work. Go to Finances - Income / Expenses Graph to view.

Multiple currencies. To cater for international organizations the software is being updated to use all currency formats.

Convert Leads to Students bug fix. If you convert leads to students and keep the lead details some times a bug was preventing the creation of more leads. This bug has been rectified.

Stock Listing in Custom Reports. A new report data source has been added to the custom reporting screen to allow you to produce item lists.

Addresses on Receipts / Tax Invoices. Students address has been added to receipts / Tax Invoices. This has been positioned so as to allow address to appear in window of standard business envelopes for mailing.

VERSION 3.07 Change details.

SMS Members. With this functionality you can send SMS messages to any member you have a mobile number for. These can either be single messages or bulk messages to groups of members. The main advantages of using this method of contacting people are:

- Time saving: you can send messages to a large number of people very quickly.

- Speed of delivery: most people have mobiles now and most carry them with them, so your message is delivered instantly.
- Personal: the messages sent can contain peoples names and other details, even when doing bulk sends, this personal touch gives the message more impact.
- Cost effective: the cost of sending an SMS is 25c per message or less, which is great value. However when you then factor in the time saved in contacting people this way the saving to the school owner can be huge over using other means such as having some one call them or sending mail through the post.
- Can be used to support many initiatives: prompt for referrals, remind about special events, send birthday wishes, contact absent students, send promotion invitations and many more.
- Higher hit rate than email. Email can be very hit and miss as less people have it, many people do not check it regularly, they change addresses, have expired or full accounts etc.

SMS Functionality included:

- Standard SMS messages, there are several standard messages set up for you to use, you can modify these or create your own standard messages.
- Send to individual users. Where ever there is a mobile number you can now click the SMS button to send to this person.
- Send to multiple users. Bulk send screen can be opened directly to select specific groups to send to.
- Bulk SMS from other screens: from the pomotions screen, follow up screen, attendence entry and contact manager screens you can send bulk sms to the students being viewed.

Note: to use SMS functionality you must have an internet connection and register a SMS account.

Automatic invoice account. At times you may wish to record a sale or other transaction in order to be able to issue an invoice but you are not receiving payment at that time. Previously you could do this and set up a student account to record the amount owing against. However this involved a number of steps and then the printed invoice would have a zero amount total if you had performed the account transfer. Now there is a special account 'invoice' set up. When you select the payment type this will always appear in the list. Selecting invoice causes an invoice account to be created if one does not exist for that member. It then moves the total amount received to that account. Printing the receipt however you get an invoice with a note indicating payment is still required. The invoiced amount then appears as a student account.

Account Balances report. Due to the added convenience of being able to invoice in one step we anticipate more people using student accounts. An account balances report can now be produced to give a hard copy of all outstanding balances.

Additional custom reporting fields. In developing the SMS functionality a lot of work was done on the custom reporting data sources. Some data sources where added, some updated with new fields and some existing fields renamed to be more meaningful. You may need to make some slight modifications to existing custom reports to allow for these.

Contact manager now has to date. When you open the contact manager screen it by default shows students who have not been in for 2 weeks, there is now a to date as well, allowing you to ignore students absent longer than 4 weeks or whatever period you chose. This allows you to target more accurately students to contact.

List all notes. Screen has been enhanced and refined. This screen was originally supplied in the last release however was only showing follow up notes, now shows all notes.

Only suppliers with items display in orders screen. Use of the general ledger can lead to there being lots of suppliers in your database who you do not order stock from. Only suppliers with stock items will now appear in orders screen.

Class Roles. Club administrator is now being used by a number of groups that use class roles where students are required to attend set classes. Some basic class role functionality has been added in this release to cater for their

needs. This will be refined further in the coming service release. This will be particularly useful for events such as seminars where students will be able to pay for event and be added to class list. You will then be able to see who is in class and has not paid or who has paid and not attended. For now you can:

- Create a class role for any class on the time table.

- Add students of appropriate grade and age group to that class.

- When in attendance entry print role or bring up role to add students from it to class.

- Charge students not in class a fee for non-attendance or issue refund.

VERSION 3.06 Change details.

Follow ups requiring attention displayed automatically. If you assign a follow up note to a student when the date comes due this will be opened when you open club administrator, ensuring that if you only use notes occasionally you will be reminded to follow these up.

List all notes. You can also now list all notes that where made for a day or other period. This allows you to check all information you wanted recorded is.

Additional breakdown on Projected Income report. Will show income from different external collection sources or accounts separately. Also shows grading income from different styles separately.

Program Participation report. Details number of members in various programs the attendance for these programs and the percentage this is of total. For schools running upgrade programs this allows you to see the growth in upgrades separate from total student number growth.

Custom Fields on leads screen. You can now set up custom fields in the student leads screen with the customize screen. This allows you to track additional information about leads.

Keep Leads when student created. You have the option of retaining the lead info when you create a student from it, these records will then be linked, allowing reporting of conversions etc.

Move payment files once processed. Allows you to automatically archive external payment files once they have been processed. Further simplifies the management of external payments being collected. Payment file processing has been extensively tested with FFA PAYSMART.

Update of Start Date. The start date can now be modified in the Alter Student screen. The start date is being used in various ways by different organizations, this update is to allow this to be used more flexibly.

Update Receipt Dates. A timestamp is held for all transactions however now you can update the entered date so that this is in line with when payment was received if it was not on date entered in the system.

Show entered date in student payments. This entered date will also appear on payments for student, allowing you to confirm when payments where received.

Allow contacted payments with external collection. You can now generate contract payments for all externally collected memberships, even if they have no fixed term. This allows you to fix payments if changing fees or also allows for initial payment at increased rate if a setup fee is being collected by the club.

Sort Contact Management screen by last trained date in descending order. This allows you to look at which students have recently been absent from training on screen opening.

Incentive screen fixed. There was a problem with the incentive screen where if it had never been used students would not have incentive records generated.

Hide Inactive students in View Student screen. When you first open view student screen students will not appear in list, you can add them to list by Double Clicking on status description near student number and name.

Hide Fee dates where not required. Where members are on sessional memberships fee due date is not relevant so this is no longer displayed. Similarly if there is a zero fee it is also not shown. In addition to this annual fee dates where removed where there is no annual fee.

VERSION 3.05 Change details.

As you can see the focus of this release is on many small improvements that will make the overall use of club administrator much better.

Easier access to all student details. You can now bring up the view student screen from almost any screen where the student name is displayed. This makes accessing additional details about a student easy no matter what task you may be doing.

Improved Contact Management, including multiple collection agency capability. Allows you more flexibility with the management of fees including the ability to easily change from one collection agency to another and manage the transition effectively.

Improved General Ledger Entry Screen. The initial release of this in the previous version has been further enhanced, a warning will now be issued if you are about to update an existing record. You will always be placed on a new record line and other small changes that make this screen now much easier to use.

Improve loading of payment files by better student - payment matching. This will allow you to more simply load external files, decreasing the time to load them.

Handle errors in auto backup including multiple network copies. The auto backup feature now caters for situations where it can not run due to another copy locking database or a drive or network path being temporarily un-available.

Added Student Card type with Full Card image and positional name. Another option for those producing student cards, giving you more flexibility.

Added functionality to student notes to allow follow up dates on notes. This makes notes into not only a way to record information but also a way to schedule follow ups and task.

Follow up screen and report for management of notes with follow ups. This screen allows you to work through tasks that have been scheduled with notes, giving you in effect a calendar of tasks to work through, taking you to all the students information directly from this screen.

Allow classes to be open to all age groups except one. This allows you to have some classes that may be open to your youth and adult groups but not your children or pee wee groups.

Allow grades to be restricted to one age group. Automating promotions where there are different grading systems or levels for different age groups.

Report total attendance for all styles. Available in professional version only. Same as 12 week attendance report but combines data from all styles can be sorted by classes or student id.

Receiving of promotion fees not updating scheduled grading record if scheduled gradings opened via display student. Problem resolved.

When opening receive fees via display student does not show affiliation fees due. Problem resolved.

Include Club Sync function in main module. Including the club sync utility functionality in the main program simplifies this process, removes the need for a separate module to be installed and allows synchronize in one click.

Enable Delete with Financial records. Delete student screen has been updated to allow delete of students with financial or attendance records.

Delete of old Records. Purge function under housekeeping added to allow delete of receipt or attendance records. This allows growth of database to be limited.

Additional breakdown on Projected Income report. Will show income from different external collection agencies separately. Also shows grading income from different styles separately.

When promoting student would not allow you to skip grade, fixed this problem which was introduced in initial release of version 3.05

Version 3.04 Updates and enhancements

You may have heard organizations talking about drop out rates, do you know what yours is? 5%, 10%, 2% well, it's not that easy to work out accurately, so the software will now do it for you. It will allow you to see student enrolment, dropouts, current numbers and trends over time at a glance, meaning you will better understand the health of your school and changes in it much faster than ever before.

How much did you make this month? If you are tracking bits of your data in different places you may not know. So we have now added basic expense and income facilities to club administrator. This will allow you to track the profit your school is making all in one place. So at the end of the month, quarter or year you will be able to see your results all in one place.

Want to have students fees taken directly from their accounts and retain control your self? Bulk Payment screen Allows you to bring up a list of students on external collection with their credit card details shown. This allows you to process payments your self with the use of an eftpos machine that has mail / telephone order facilities. (contact your bank for details on how to set this up)

Need to be able to easier manage and contact students, especially those absent from training? Contact Management screen will give you their contact details, allow you to send them an email in one click, provide access to full reporting on them and all other functions. A huge time saver and great tool for better managing your students.

Version 4.03

The main enhancements in this where centred around providing added flexibility in managing fees required by some clubs:

- Agreements, functionality was added to manage student agreements. This allows you to print agreements and track students payments made against these. At the same time you can store all your clients bank or credit card details. This means should you ever need this information, if you where transferring to a new collection agency for example then you have it. For those who do not use an external agency it now gives you the option of having students on contracts or ongoing agreements that you manage.

- Agreement file transfer, import details from your collection agency or export member and collection details to send to your agency. Saving time, money and increasing the accuracy of your data.

- The software now also caters for 1, 2, 3, 4, 6, 8, 16 week membership fee periods. These can be used across all fee types including contracts. They provide a significant advantage over monthly payments in that people normally divide monthly payments by 4 to work out how much a week they are paying. As there are 13, not 12, 4 week periods in a year this allows fees to be 8% higher without clients perceiving there to be a difference. It also allows for collection periods more in line with peoples salary payments.