

KEEP TRACK

Training
'Staff' account

Agenda

- 2-3 hours
 - Goal
- The database
 - Tools
 - Tasks

Goal

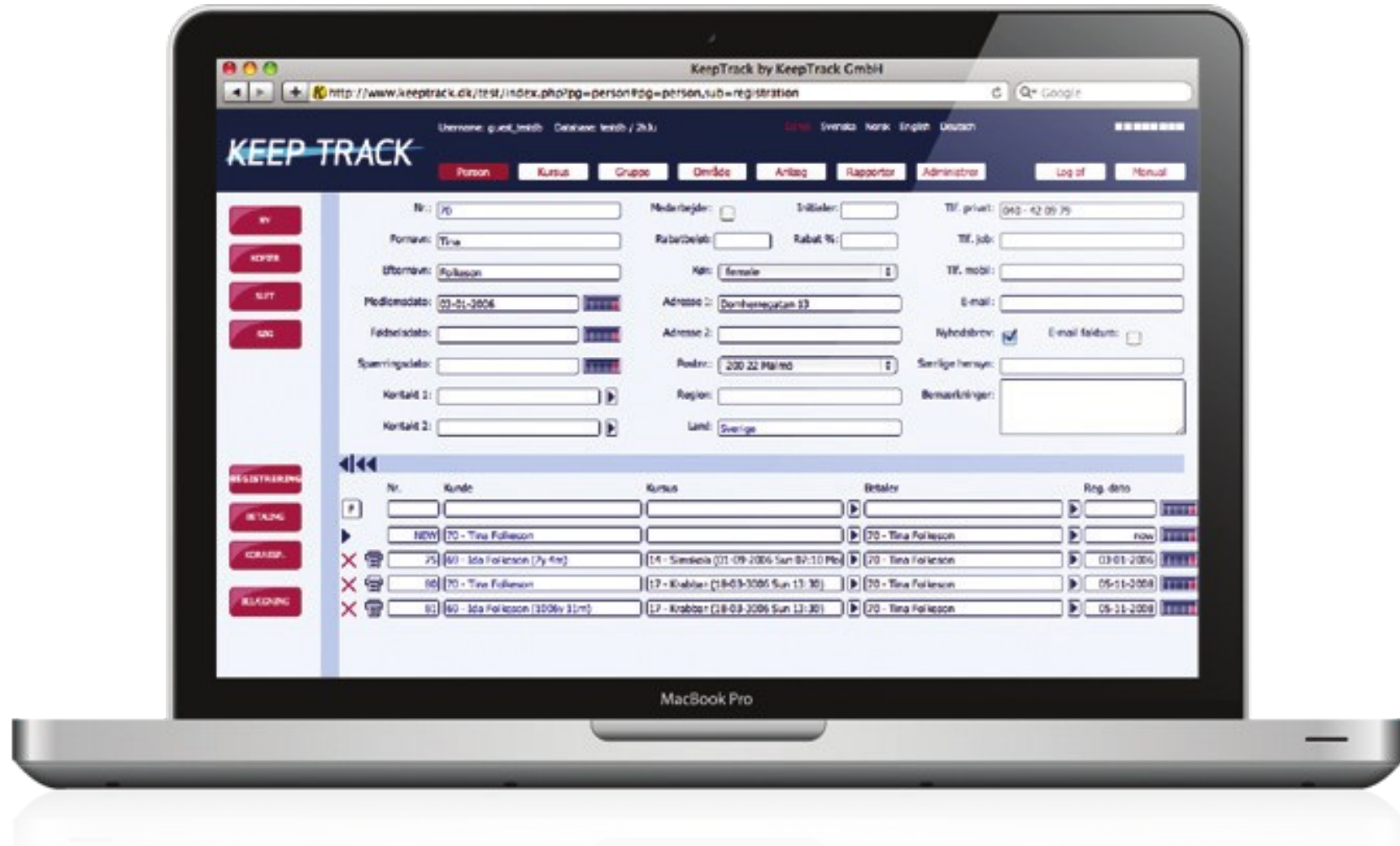
To make non-administrative staff able to service customers digitally.

The Database



Activities
Customers














Tools



Tools / Customers

- Register new
- Change information
 - Change activity
 - Check balance
- Register correspondance

Tools

	Start	Kursus	Instruktør	Bassin
23/03 2012 15.13	15:00	 Tumleren	Kia	VVB
	15:30	 Guldfisken SUF	Sara	SUF
	15:30	 Tumleren	Kia	VVB
Kia	16:00	 Guldfisken	Kia	VVB
	16:00	 Hajen SUF	Sara	SUF
	16:30	 Tumleren	Kia	VVB
	16:30	 Spækhuggeren SUF	Sara	SUF
	17:00	 Delfinen SUF	Sara	SUF
	17:00	 Sælen	Kia	VVB
	17:30	 Sælen	Kia	VVB
		I morgen		
	07:30	 Guldfisken	Maja, Rie	VVB
	08:00	 Spækhuggeren	Maja, Rie	VVB
	08:30	 Tumleren	Maja, Rie	VVB
	09:00	 Sælen	Maja, Rie	VVB
	09:30	 Delfinen	Maja, Rie	VVB

Tools / Reports

- Attendance lists
 - Schedules

Tasks

- Register new
- Change information
 - Change activity
 - Check balance
- Register correspondance
 - Register attendance
 - Register skills