

KYOKUSHIN MANAGEMENT SYSTEM



KMS USER'S GUIDE

VERSION 3.2.8

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1. INTRODUCTION

The Kyokushin Management System (KMS) has been developed to aid in tracking many aspects of managing a complete organization, with its branches and individual Dojo.

Initially created as a simple membership enrolment system, KMS was soon re-designed and re-developed to assist a Dojo Operator in many aspects of managing a Dojo. KMS serves your organization in one homogeneous system, with features to assist HQ, Branch Operators and allow Dojo interaction.

Security and access levels can be defined for each operator to ensure privacy of data. Access through public networks (Internet) is only possible using secure network connections (SSL) to assure the privacy of data. Required operator identification and password prevent unauthorized access to KMS.

KMS is a flexible system and is maintained to adapt to ever changing needs. Functionality of the system will be reviewed regularly. If requirements change, KMS features will be adjusted or new features will be implemented.

1.1. INSTALLATION TYPES

1.1.1. KMS PRESENTATION CLIENT

When using the KMS Presentation Client you will be using a small remote presentation client software package, which securely connects to the main KMS server. An active Internet connection is required to run KMS, response times are dependent on your Internet connection performance, but it is a worry-free type of administration for your organization, branch or Dojo. All system maintenance is taken care of.

1.1.2. KMS CLIENT SYSTEM

When using the KMS Client System, you run a restricted copy of KMS. An Internet connection is required for some initial set-up operations, but most other operations can be done off-line. Your local transactions and updates will automatically be synchronized to the main KMS server, whenever a connection can be established. This allows Dojo operators to use KMS at locations where no direct network is available, like school halls or community halls.

For set-up instructions of the KMS Client System, please refer to the KMS Administrator's Guide.

1.1.3. KMS BRANCH SYSTEM

A KMSM Branch system is logically situated between one or more KMS Client Systems and the main KMS Server. For more information see the KMS Administrator's Guide.

2. GETTING STARTED

2.1. SYSTEM REQUIREMENTS

In order to connect and work in KMS you need an Internet connected PC running a 64-bit version of Windows 10, Windows 11, Windows Server 2016, Windows Server 2019 or Windows Server 2022. Alternatively a Macintosh with a Windows emulator can be used.

2.2. OPERATOR IDENTIFICATION

To access KMS you will need an operator identification and password. You can apply for these by sending an email request to [KMS Support](#) and specify your access requirements. If your application is successful you will be given an Operator Identification and initial password. On initial login you will be required to change your password.

2.3. GET CONNECTED

If you have not already done so, you need to download the KMS ThinClient (remote display) software. Using your favourite Internet browser visit the website www.jadesport.com and download the KMS Presentation Client installation package. Run this installation package and follow the directions on the screen.

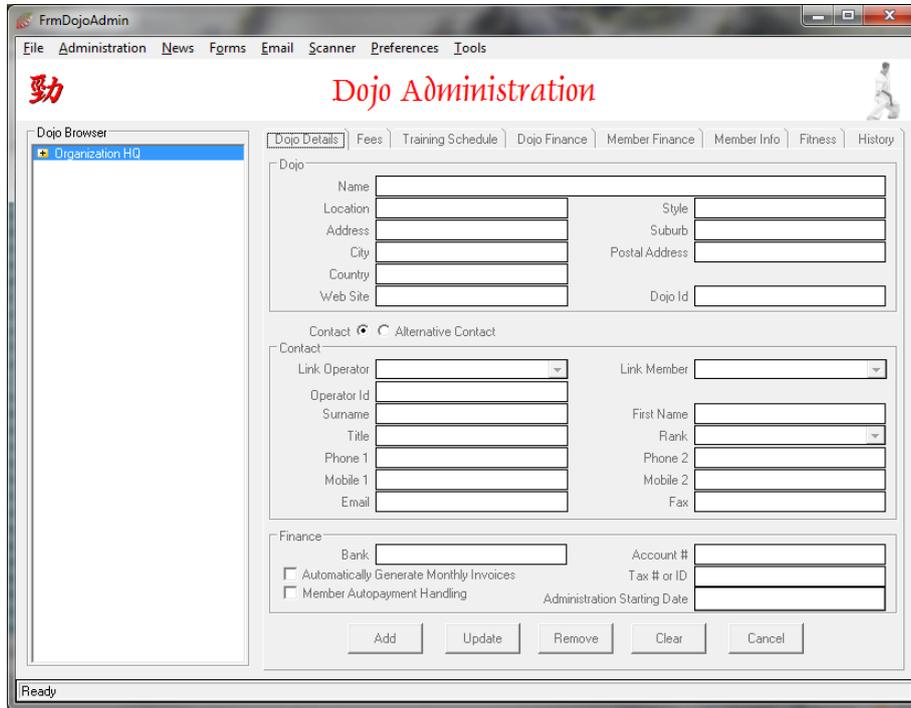
Click on the KMS Presentation Client shortcut, which will have been created on your desktop. This will initiate your first connection to the KMS system.



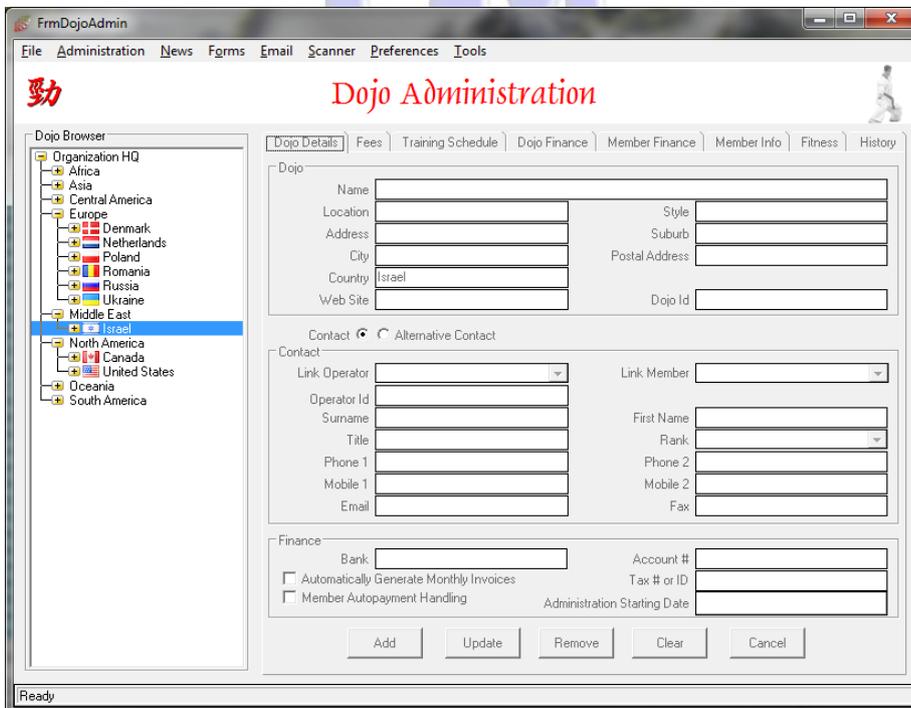
You are now able to login to the KMS system. Enter your assigned username and initial password and familiarize yourself with all aspects of KMS.

3.GEOGRAPHICAL SETUP

After successful login the initial Dojo Manager screen will be displayed as shown below.



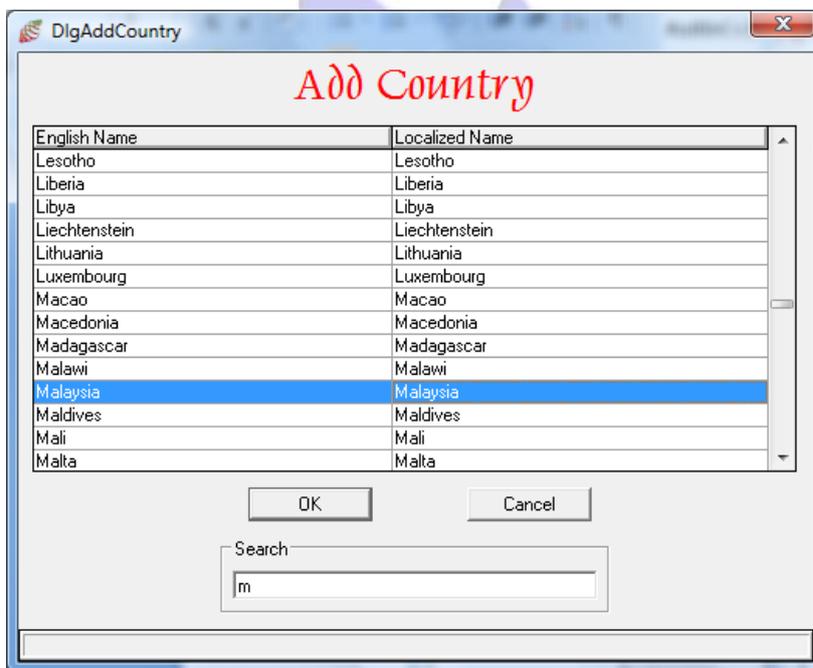
The contents of the Dojo Browser may look slightly different; depending on the data in the system and the permissions you have been granted.



Clicking the + icon or double-clicking the **Organization HQ** entry will expand the entry and show all available countries.

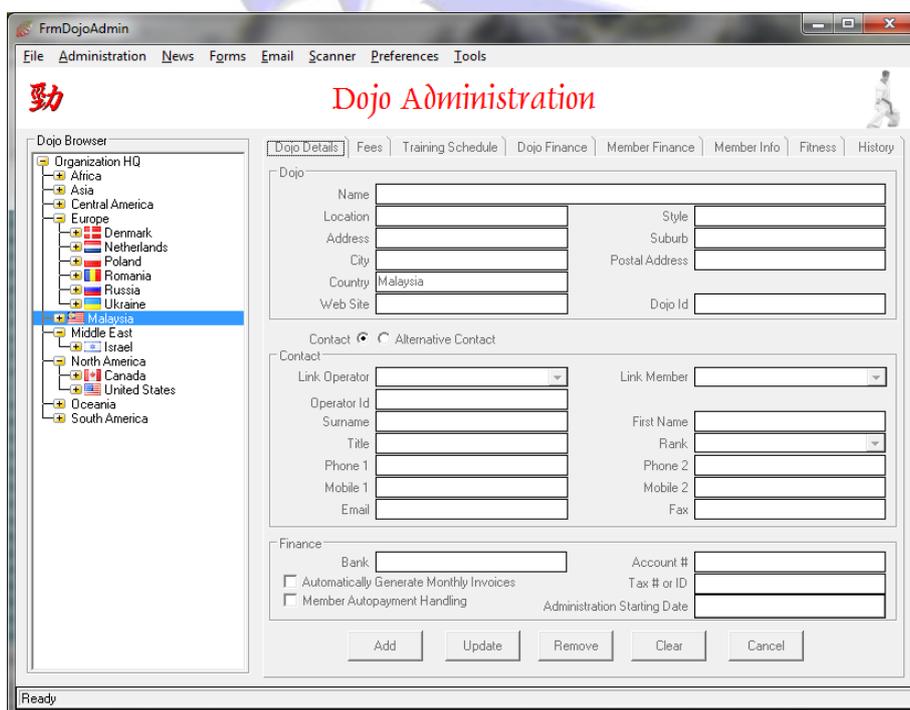
3.1. ADDING A COUNTRY

To add a Country, open the Dojo Administration form. If your country is not available in the Dojo Browser, right-click on the "Organization HQ" icon and select **Add Country**. The Add Country dialog will now be displayed. The left column shows the English name for an item, the right column shows the name in your selected language, if available.



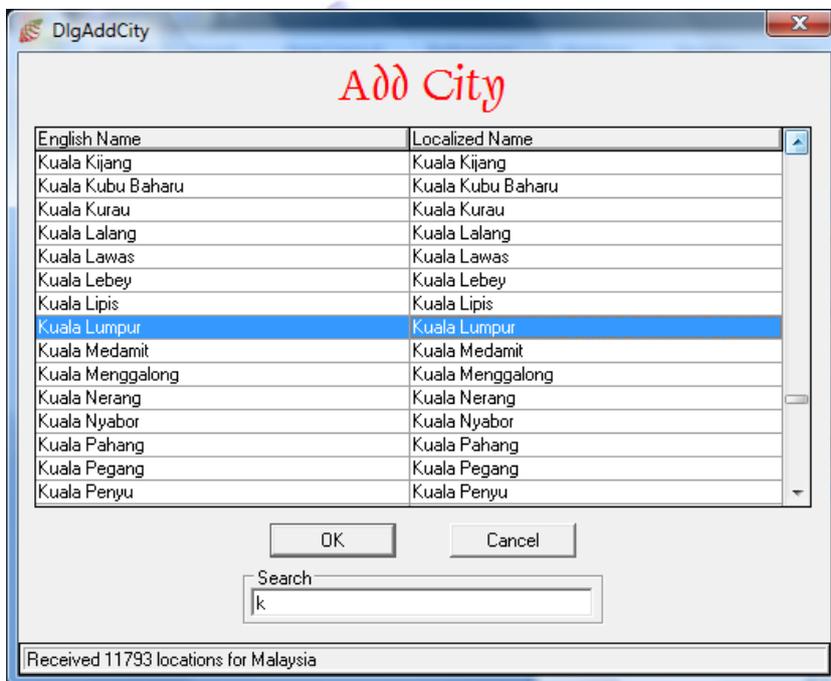
Let us, for example, add the country of Malaysia. Scroll down to the Malaysia entry and select it. Alternatively you can quickly jump to the first entry starting with 'm' by typing 'm' in the Search textbox. If required, multiple countries can be selected.

Click **OK**. The dialog will disappear and your newly selected country will have been added in the Dojo Browser.



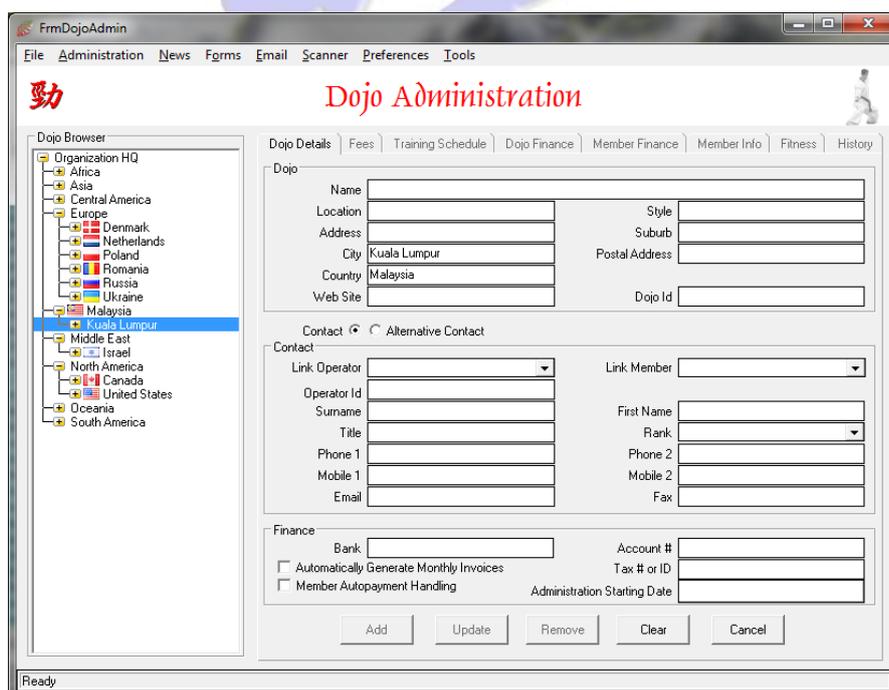
3.2. ADDING A CITY

To add a city, open the Dojo Administration Form. In the Dojo Browser expand your country selection by clicking your country's + icon or double-click your country entry. If the required city is not available in the Dojo Browser, right-click on your country entry and select **Add City**. The Add City dialog will be displayed.



Let us for this example add the city **Kuala Lumpur**. Scroll down to the Kuala Lumpur entry and select it. Alternatively you can quickly jump to the first entry starting with 'k' by typing 'k' in the Search textbox. If required multiple cities can be selected.

Click **OK**. The dialog will disappear and your newly created city will have been added in the Dojo Browser.

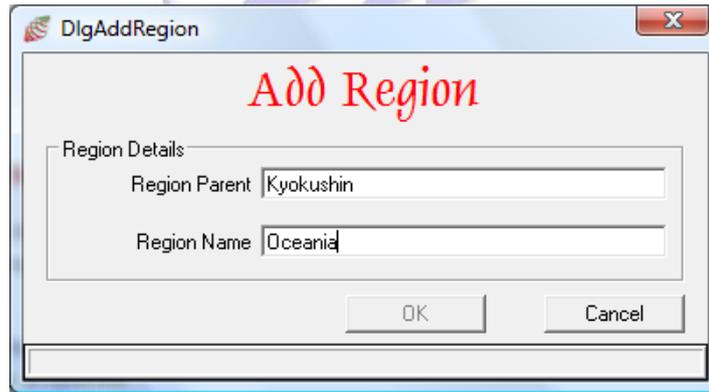


When selecting your city you will notice that the Dojo Details tab will now be enabled.

3.3. ADDING A REGION

Regions are used to divide geographical units into other manageable units and can be created at any geographical level, using the Dojo Browser of the Dojo Administration Form.

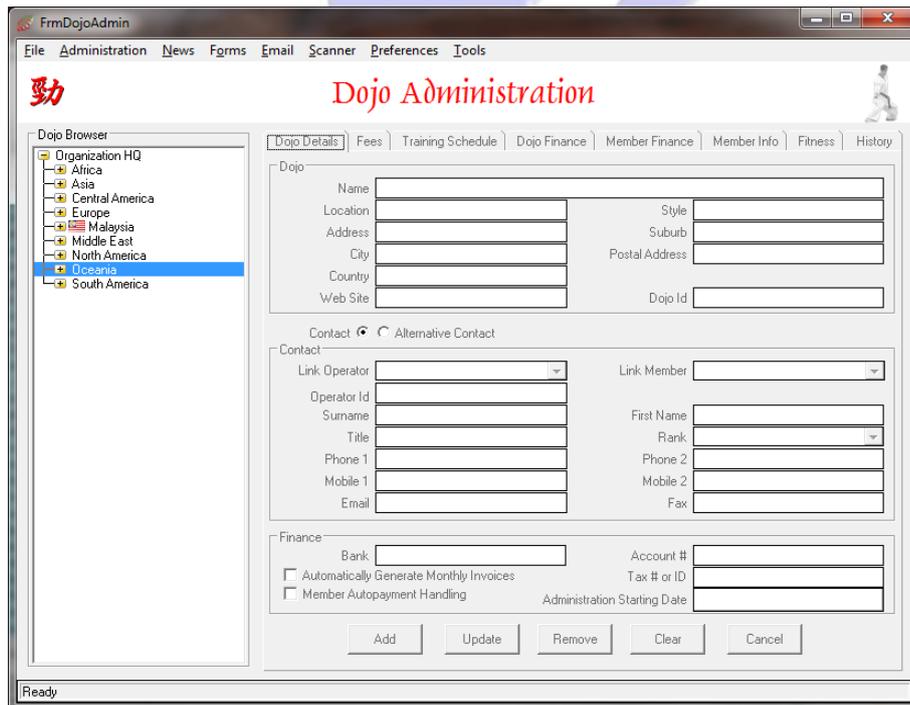
To add a Region, right-click on the geographical unit you wish to divide and select **Add Region**. The Add Region dialog will be displayed.



Ensure the Region Parent is the correct geographical unit, you wish to divide. Then enter the name of your new Region and click **OK**.

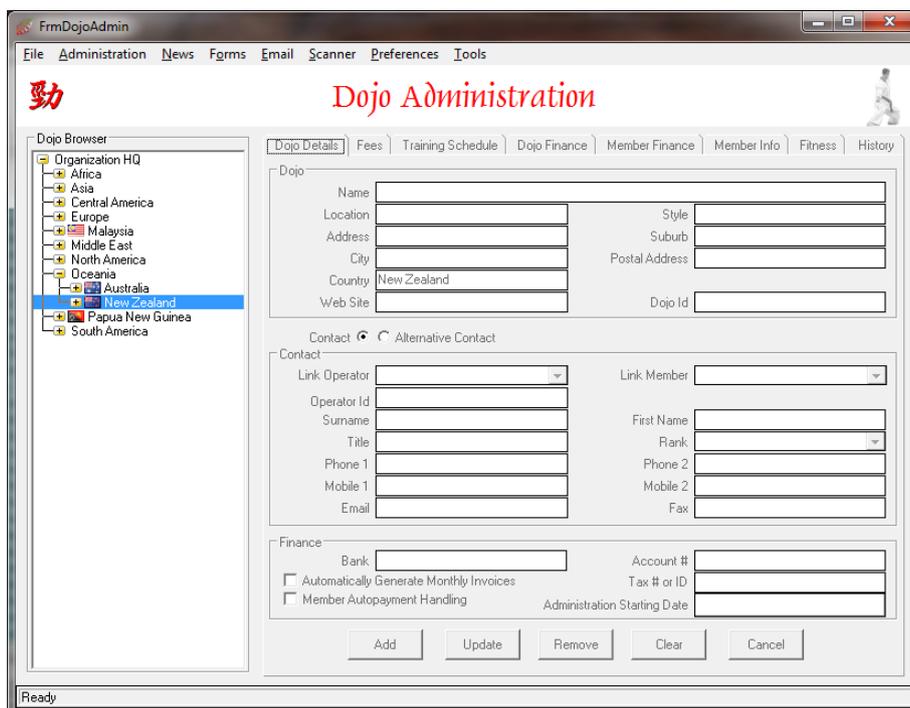
3.3.1. LINKING A GEOGRAPHICAL UNIT TO A REGION

After a Region has been created, you are able to link other geographical units into the region.



In our example we have created the Oceania region. We want to link Australia and New Zealand into this region. Right-click on Australia and select **Link to Region**. The

mouse pointer will now change to a **Selection Pointer**. Move the pointer to the Oceania region and click on this region. The country of Australia will now visually be moved into the Oceania region. Repeat this operation for New Zealand.



The Dojo Browser will now show Australia and New Zealand as geographical units of the Oceania region.

Note: In the above example, a Region Oceania has been created, as a global region. Regions can be created as global regions, country regions or city regions.

Tip: Additional to representing the real world situation, a region is also useful to manage security groups.

3.3.2. UNLINK A GEOGRAPHICAL UNIT FROM A REGION

To unlink a geographical unit from a region, open the Dojo Administration Form. In the Dojo Browser, right click on the unit you wish to unlink and select **Unlink from Region**.

3.3.3. LINK A GEOGRAPHICAL UNIT TO ANOTHER REGION

To link a geographical unit to another Region,, open the Dojo Administration Form. In the Dojo Browser select the unit you wish to move. Right-click on the selected unit and select **Link to another Region**. Move the **Selection Pointer** to the new Region and click on this Region.

3.3.4. HIDING REGIONS

If you wish to disable the display of Regions in the Dojo Browser, right-click on any Geographical unit and select **Hide Region**.

4. DOJO ADMINISTRATION

Only a few easy steps are involved in setting up a new Dojo in KMS.

4.1. CREATE A DOJO

Please ensure the correct geographical location is selected in the Dojo Browser. The country and selected city will be pre-filled on the Dojo Details Tab.

In the **Dojo** group enter all relevant fields for your Dojo. The Id field can be left blank and will be assigned a unique number by KMS.

In the Contact group enter all details for your Dojo contact person, usually the Dojo operator.

In the Finance group enter your bank name and account number. These details are only for your Dojo reference purposes and are not used in KMS. Leave all remaining Finance check fields unselected for now.

Click **Add** to create your Dojo.

The screenshot shows the 'FrmDojoAdmin' application window. The title bar includes 'File Administration News Forms Email Scanner Preferences Tools'. The main window has a 'Dojo Administration' header with a red '勁' character logo. On the left is a 'Dojo Browser' tree view with 'Kuala Lumpur' selected. The main area has tabs for 'Dojo Details', 'Fees', 'Training Schedule', 'Dojo Finance', 'Member Finance', 'Member Info', 'Fitness', and 'History'. The 'Dojo Details' tab is active, showing the following data:

Name	Kyokushin Karate Kuala Lumpur		
Location	Petronas Tower 1	Style	Kyokushin
Address	2nd floor Petronas Tower 1 suite 3		Suburb
City	Kuala Lumpur	Postal Address	P.O. Box 12345
Country	Malaysia		
Web Site			
Dojo Id			

The 'Contact' section is also visible, with the following data:

Link Operator		Link Member	
Operator Id		First Name	Noriyuki
Surname	Morita	Rank	Sandan
Title	Sensei	Phone 2	
Phone 1	+60 3 12345678	Mobile 2	
Mobile 1	+60 27 1234567	Fax	
Email	mmiyagi@gmail.com		

The 'Finance' section includes:

Bank		Account #	
<input type="checkbox"/> Automatically Generate Monthly Invoices		Tax # or ID	
<input type="checkbox"/> Member Autopayment Handling		Administration Starting Date	21 January 2011

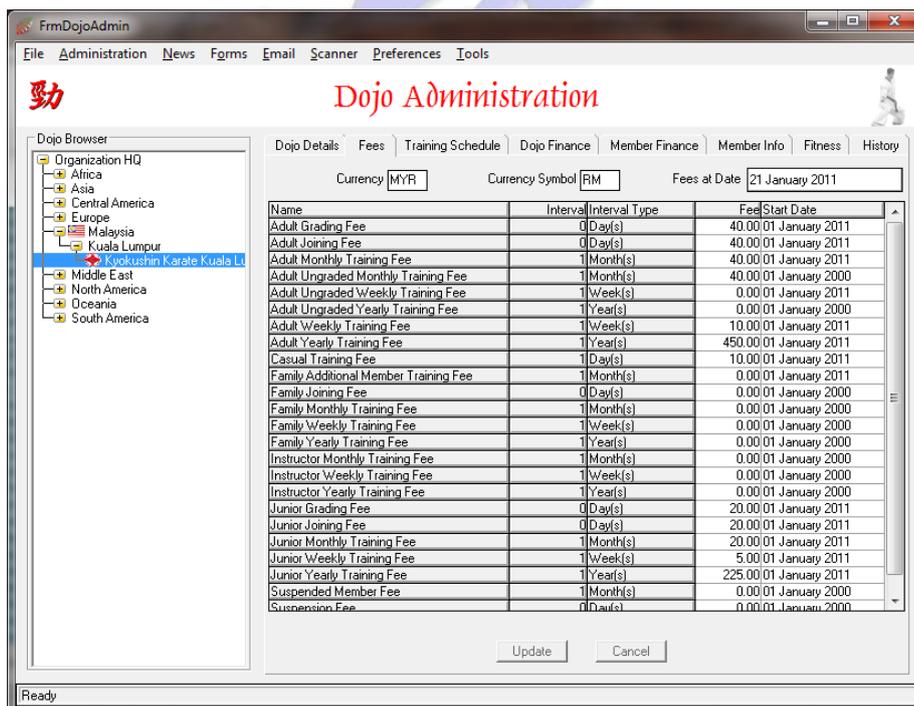
At the bottom of the form are buttons for 'Add', 'Update', 'Remove', 'Clear', and 'Cancel'. The status bar at the bottom left shows 'Ready'.

Your Dojo will now be available in your city and when you select your Dojo all tabs will now be enabled.

4.2. SETUP TRAINING FEES

To set-up the training fees for your Dojo select your Dojo in the Dojo Browser and select the **Fees** tab on the Dojo Administration form. The **Name** column will display all fee types known to KMS.

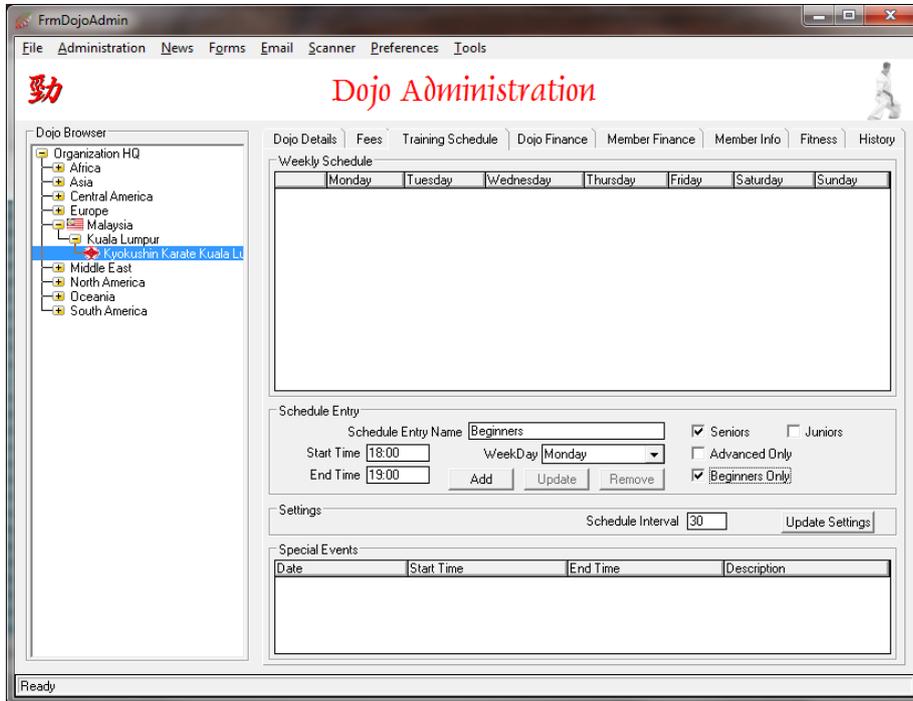
In the Fee column of the table you can select any row and change the number to the value that applies to your Dojo. If in the future your training fees change, select a new fee date in the Start Date column and change the date from which this new fee will be in effect.



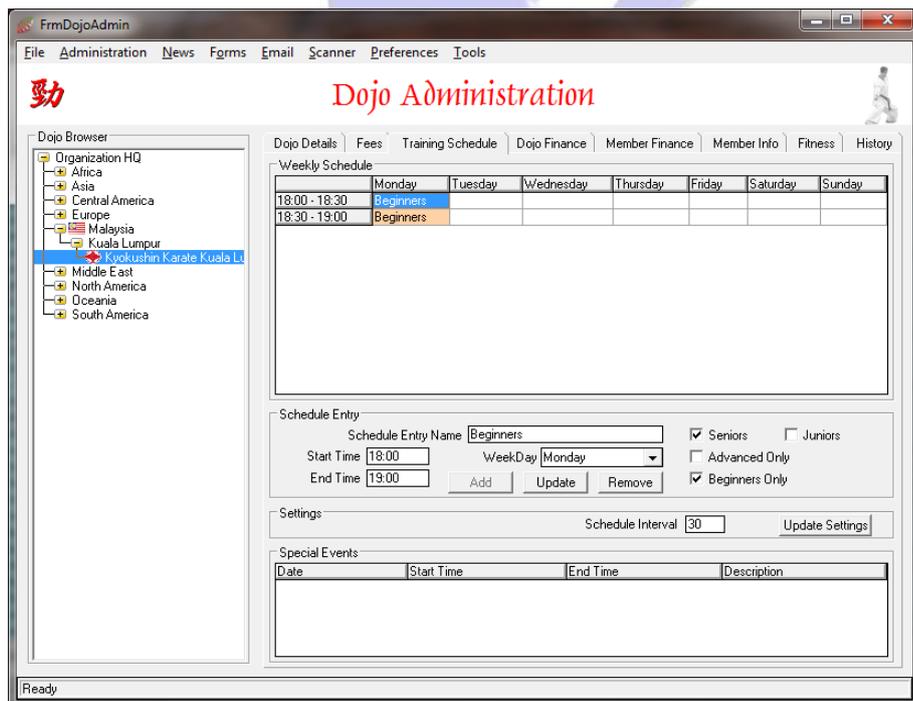
When you are finished making the changes click Update to store the new values.

4.3. SETUP TRAINING SCHEDULE

To set-up the training schedule for your Dojo select your Dojo in the Dojo Browser and select the Training Schedule tab on the Dojo Administration form.

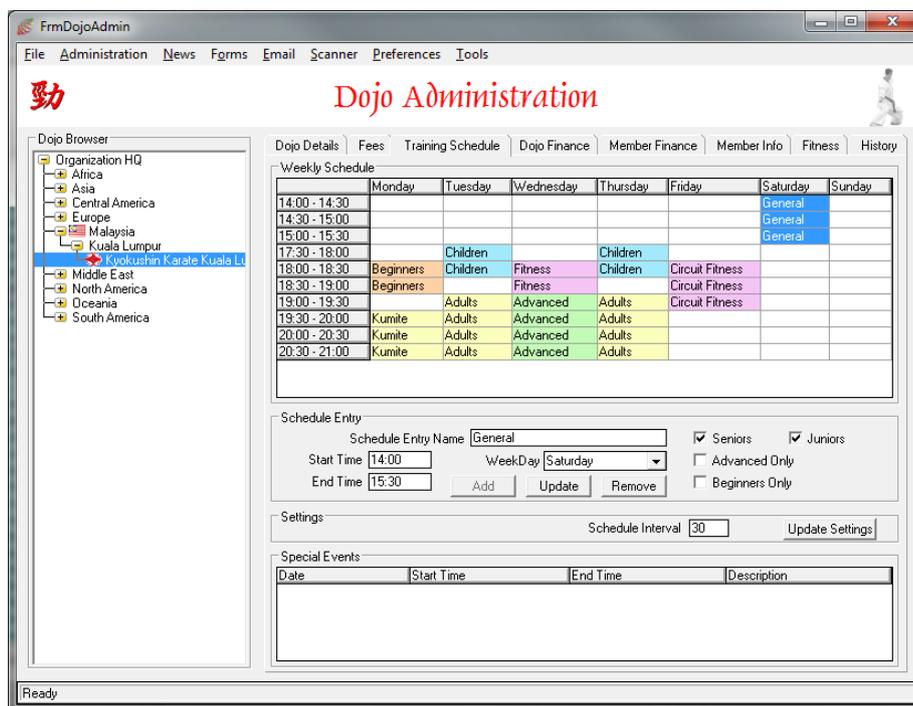


Enter a meaningful new **Schedule Entry Name**, **Start Time**, **End Time** and select a **WeekDay** for the new entry. Times must be entered in a 24 hour clock format HH:mm, for instance 9pm is entered as 21:00. Tick the boxes for the targeted students. Click **Add** when satisfied with your entry.



The newly scheduled class will now be displayed in the Weekly Schedule table.

The scheduled entries will be displayed in interval units of 30 minutes by default. This interval can be changed by setting a different value in the **Scheduled Interval** textbox and click **Update Settings**.



Add additional training schedule entries to complete your weekly schedule.

4.4. LOAD DOJO LOGO

You have the option to load your own Dojo logo, which will appear on forms and printouts. Open the Dojo Administration form and select the **Tools** menu. Next select **Set Dojo Form Logo**.



Click **Load from File** and select the file containing the image you want to load. The image will appear on the form, so you can preview the result before saving it. If you are satisfied with the result click **OK**. Otherwise click **Cancel** to exit or you can load an image from a different file.

5. MEMBER ADMINISTRATION

The Member Administration form can be opened by selecting **Member Administration** from the **File** menu. This will open a separate form from the form you are currently on.

5.1. CREATE A MEMBER

On the Member Administration form select your Dojo in the Dojo Browser. If this is the Dojo you are usually working on, you can right-click on your Dojo and select **Set as Default**, so the next time you open the Member Administration form your current Dojo will automatically be selected.

Provide all relevant details in the **Personal Details** group. The Date of Birth field must be entered in the format defined in your Windows Regional specifications, e.g. dd/mm/yyyy, 10/01/2008.

The **Membership Details** group provides facilities to override the default settings for a new member.

Checking the **Existing Kyokushin Member** will prevent a joining fee being generated.

Checking **Visitor** will add the member for documentation purposes only.

Checking **Instructor** indicates that the Instructor Training fees apply to this member. Additionally the instructor status will be indicated on the membership card. The date selection for the instructor indicates from which date the instructor status applies.

The **Membership Number** can be left blank. The system will automatically generate a unique number. If a number is specified KMS will attempt to use it, providing the number is not already in use.

Checking **Date of birth on membership** card indicates that this date must be printed on the membership card.

If left blank the default Member Type is determined by the age of the new member. If the age is lower than 16 the default member type is Junior Member. If the age is 16 or higher than the default member type is **Full Member**. If the new member is a visitor the membership type is **Casual Member**. Other options are **Family Head Member** and **Family Additional Member**. A Family Head Member attracts the Family Training Fees. This membership type allows the member to include 1 adult member and an unlimited number of junior members in its membership.

The **Joining Grade** defaults to **Ungraded**, but any other grade can be selected.

A **Previous Dojo** can be specified. This field only has a documentary purpose.

Click **Add** to create the member and store the provided information.

The newly created member will show as the selected member in the Select Member box. All tabs on the Member Administration form will now be enabled.

Select the **Medical Fitness** tab on the Member administration form.

The screenshot shows the 'FrmMemberAdmin' window with the 'Medical Fitness' tab selected. The interface includes a 'Dojo Browser' on the left with a tree view showing regions like Asia, Europe, and Oceania. Below it is a 'Select Member' dropdown menu with 'Morito, Noriyuki' selected. The main area contains a section titled 'Has member experienced any of the specified medical conditions' with several checkboxes: Diabetes, Joint, Limb or Spine Problem, Mental or Nervous Disorder, Serious Injury, High Blood Pressure, Major Medical Issue, Seizures, and Stroke. There is also an 'Other (please specify below)' checkbox and a text area for 'Other Description'. 'Save' and 'Cancel' buttons are at the bottom.

Specify and list any medical conditions the Dojo operator and instructors need to know about. This information can later also be printed on the member's grading form.

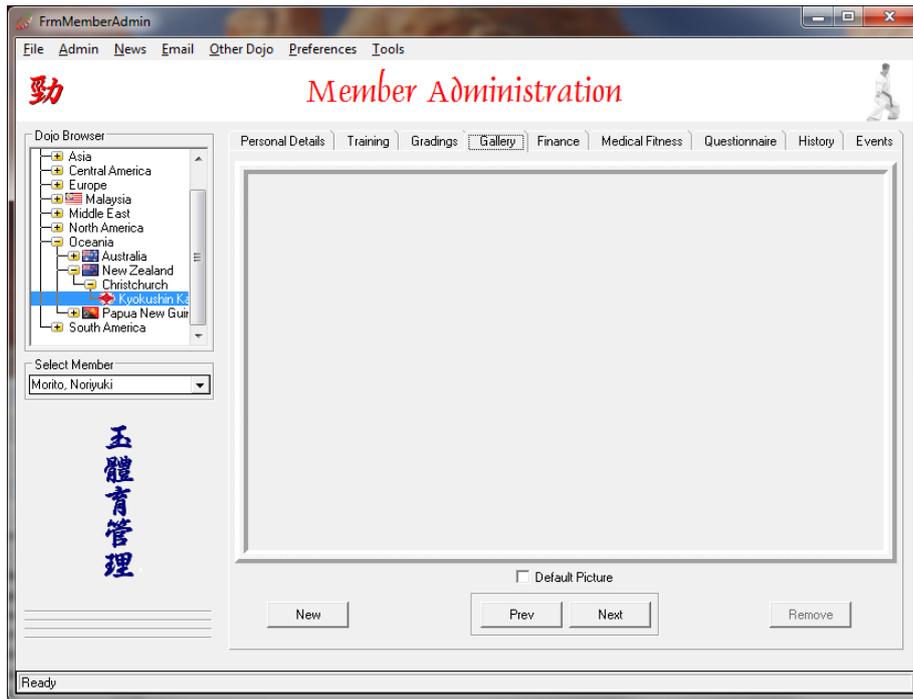
Click **Save** to store the changes into the database.

Select the **Questionnaire** tab on the Member Administration form.

The screenshot shows the 'FrmMemberAdmin' window with the 'Questionnaire' tab selected. The 'Dojo Browser' and 'Select Member' dropdown are the same as in the previous screenshot. The main area contains a 'Where did you hear about us' section with radio buttons for 'Word of Mouth from', 'Yellow Pages', 'White Pages', 'Mail Drop', 'Brochure or Poster', 'Street Signage', 'Radio', and 'Television'. Below that is a 'Why start Karate' section with checkboxes for 'Mental / Physical Challenge', 'Was always interested', and 'Security, Confidence, Protection'. The 'Our Dojo' section has three columns of checkboxes: 'Life Style' (Fitness, Challenge, Motivation, Stress Relief, Fits with Schedule, Helps other sports), 'Martial Arts' (Self Defence, Confidence, Self Discipline, Tournament/Competition, Black Belt rank, Personal Achievement), and 'Club' (Social Potential, Location, Facilities / Equipment, Instructors expertise, Affordable rates). There are also 'General' fields for 'Other sports' and 'Dojo expectations', and a 'Feedback' text area. 'Save' and 'Cancel' buttons are at the bottom.

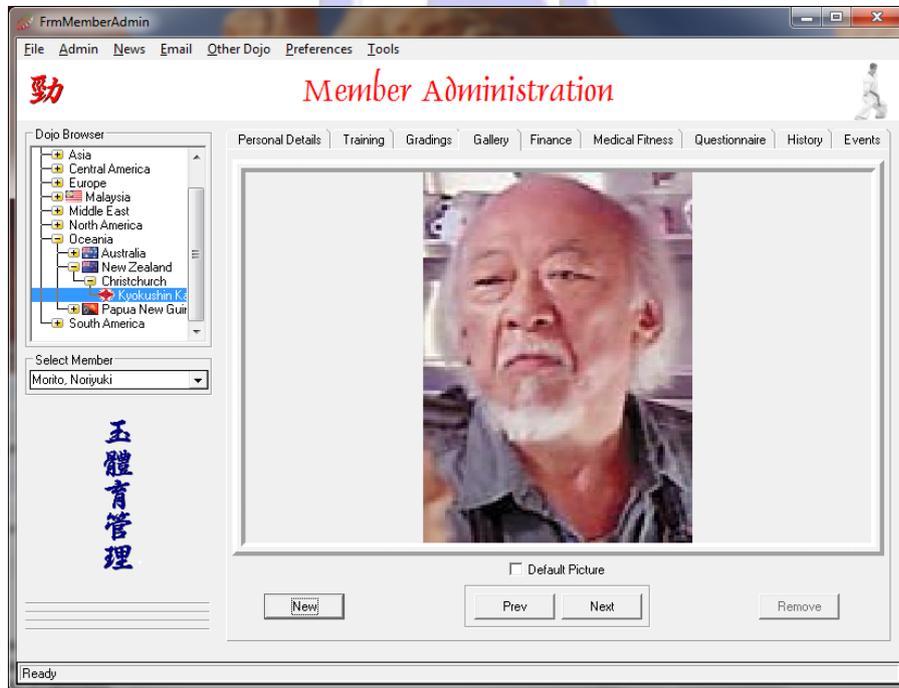
Specify any relevant information on this form. This information is for documentary purposes only. Click **Save** to store the changes into the database.

Optionally select the **Gallery** tab on the Member Administration form.



When a member has no member images the form will appear virtually blank.

You can click **New** to load an image for the current member. A Windows file selection dialog will appear. Select an image file for the member and click **Open**. The image file will now be loaded and displayed on the form.



If multiple images are loaded over time one of these can be marked as the default image. This default image will be displayed on the Member Administration form if image display is enabled. The default image will also be printed on the membership card.

Note: Although any size image can be used, it is advised to reduce the image size to 30-40 Kb before loading the image into KMS (a height of 200 pixels is OK). This will reduce the download time when selecting members, while still providing a good image for its purpose in KMS.



5.2. SUSPEND MEMBERSHIP

If a member for any reason is not able to attend classes for at least 1 month, its membership can be put on hold. To suspend membership open the Member Administration form and select the **Events** tab.

In the Membership Suspension group check **Temporarily Suspended** and select the start date. Click **Save**.

5.3. UNDO SUSPENDED MEMBERSHIP

In the Membership Suspension group uncheck **Temporarily Suspended** and select the start date. Click **Save**.

5.4. RESIGN A MEMBER

In the Membership Resignation group check **Resigned** and select the start date. Click **Save**.

5.5. UNDO MEMBER RESIGNATION

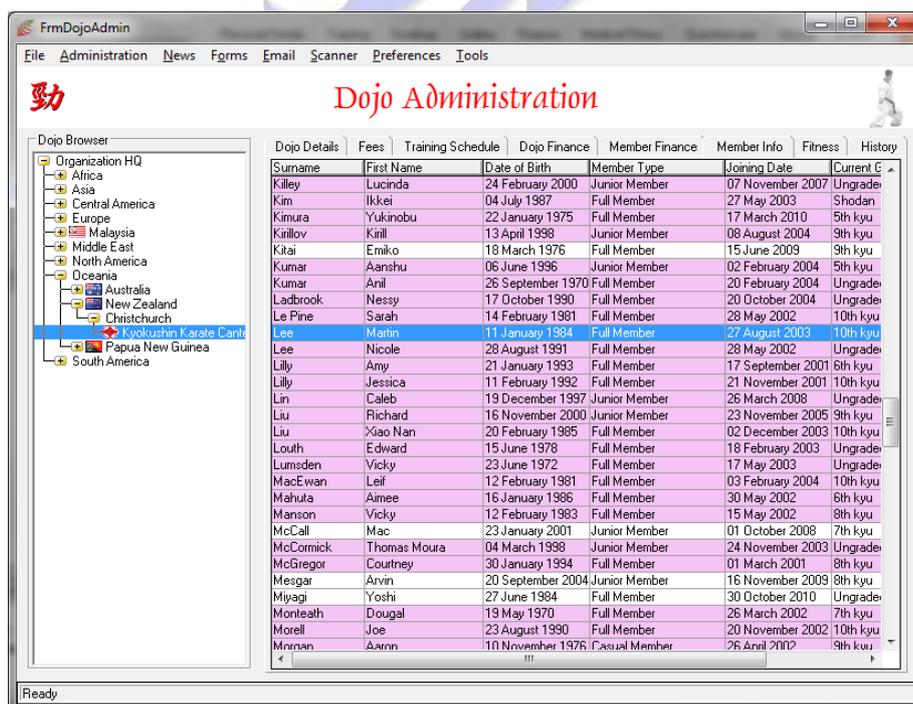
Retired members are not visible anymore on the Member Administration form. There are 2 ways to undo resignation or rejoin a member.

Open the Member Administration form and start creating a new member, as explained previously. When the member's surname and first name match a previously retired member, all member details will be displayed. You can now select the **Events** tab, uncheck **Resigned** in the **Member Resignation** group and click **Save**.

Note: When using the KMS Presentation Client through a public network (Internet) performance of this method depends on the connection speed and current network loads.

As the surname and first name(s) have to match exactly, in order to find a previously resigned member, it may be difficult to find a specific member. If this is the case you can use an alternative way to accomplish the task.

Open the Dojo Administration form, select your Dojo and select the **Member Info** tab. Right-click on the MemberInfo table and select **Show Resigned Members** if this selection is not already checked.



Select the member(s) you wish to unresign. Right-click on the MemberInfo table again and select **Unretire**. Right-click on the MemberInfo table and unselect **Show Resigned Members**.

Note: This mechanism can be used to suspend, undo suspension, resign, and undo resignation of multiple members. But be aware that the date for the chosen action will be the current date.

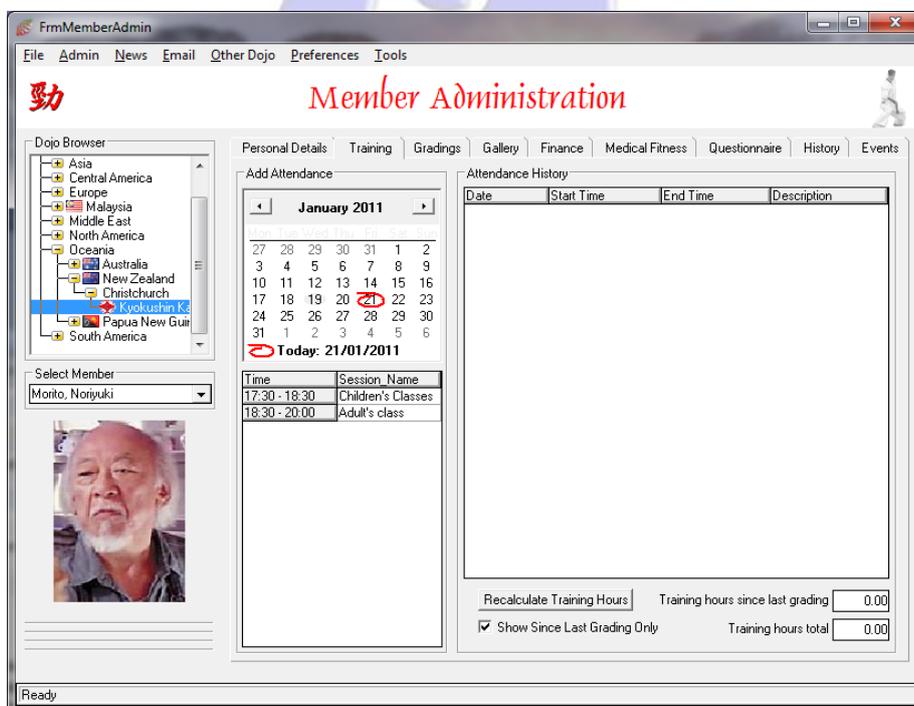
6. TRAINING ATTENDANCE

Training attendance can be entered into KMS in four different ways:

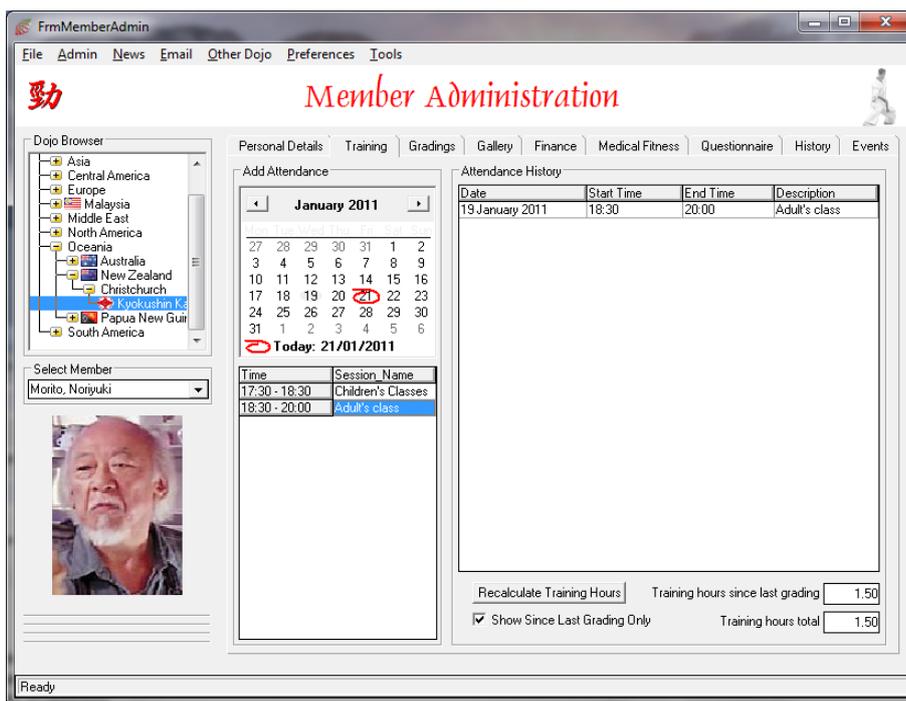
- For an individual member.
- For a group of members.
- Automatically through scanning the barcode on a membership card.
- Selecting members using the Visual Class form.

6.1. INDIVIDUAL TRAINING ATTENDANCE ENTRY

On the Member Administration form select your Dojo and the member for which you want to add a training attendance record, then select the **Training** tab.



In the Add **Attendance** group select the date for the training attendance. Now **double-click** on the required training session. This training session has now been added into KMS and will be shown in the **Attendance History** table.

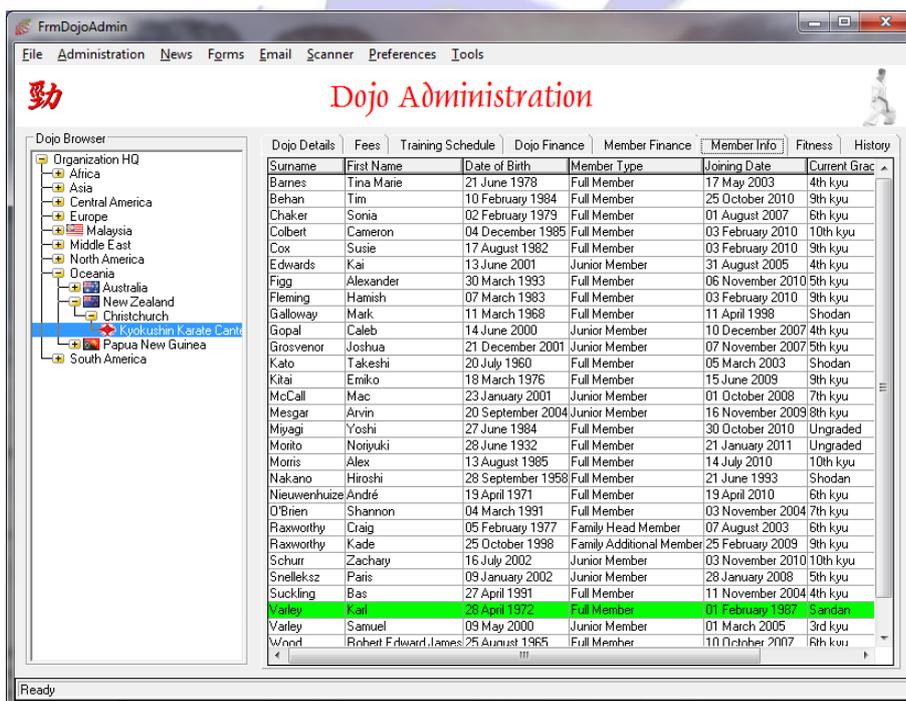


The Attendance History table shows all training sessions for the selected, unless **Show Since Last Grading Only** has been checked.

If a Training Attendance has been mistakenly added, you can right-click on this entry and select **Remove** to delete it.

6.2. GROUP TRAINING ATTENDANCE ENTRY

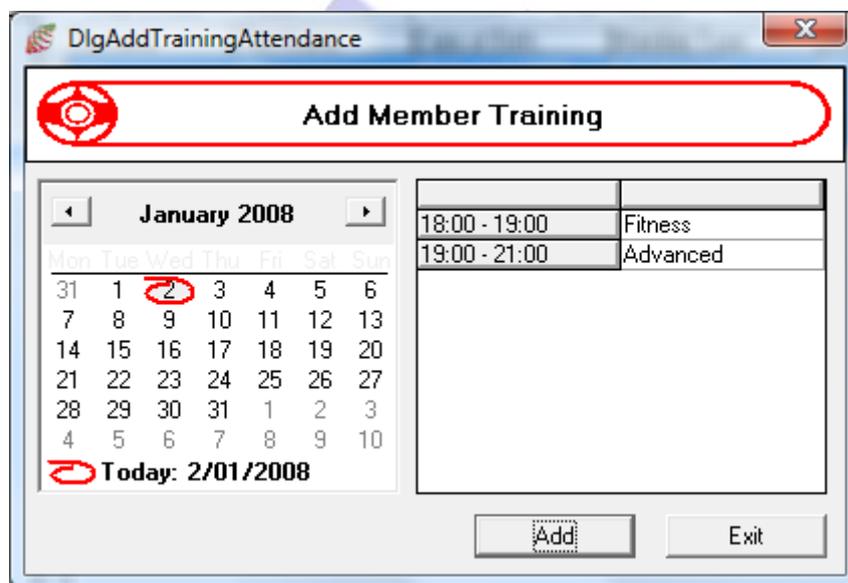
On the Dojo Administration form select your Dojo in the Dojo Browser and select the **Member Info** tab.



Select the individual members for which an attendance entry needs to be added. Multiple members can be selected by holding down the Ctrl-key and clicking on

member entries. A consecutive group of members can be selected from the last entered member to another member by holding down the Shift-key and clicking on a member entry. All members in between are selected. By using right-click on an already selected member you can unselect a member entry.

Right-click on the table and select **Add Training Attendance**. The Add Member Training form will appear.



If the training record date is not on today's date, select the correct date and double-click on the required entries and click **Add**.

6.3. ATTENDANCE ENTRY USING A BARCODE SCANNER

Member training attendance can be added automatically by scanning the barcode on the back of a membership card, using a PC barcode scanner, attached to the computer. More on this subject will be explained later.

If a guest student attends a session in another Dojo and scans the membership card, it will automatically be added to the current Dojo class attendance and to this member's personal attendance records.

6.4. ATTENDANCE ENTRY USING THE VISUAL CLASS

From the Dojo Administration form select a Dojo. From the File menu select **Visual Class Attendance**. This will open the Visual Class Form.

Attendance entry using this form is only accepted from 30 minutes before the first class until 30 minutes after the last class on the current day. To add or remove attendance of historical classes, select the required date first.



To add a member's attendance to the class listed on the **Class Info** field click on the member's name in the **Available Members** list. The member's current member photo will be displayed in the Visual Class. A Kanji will be displayed, if no photo is available for the member.

When a member's name is clicked when it is already listed in the Visual Class, the attendance will be removed from the selected class, and the member entry will be removed from the Visual Class.

When a member scans it's attendance, using the barcode on a membership card, it's attendance will also be added to the Visual Class.

6.5. MORE ON VISUAL CLASS OPTIONS

By default the Visual Class displays the current class or the first available class after the current time.

6.5.1. AUTOMATIC CLASS CHANGE

When the current class ends, and the next class begins, the selected class information will automatically be changed. The Visual Class will be cleared and the attendance for the next class will be displayed.

6.5.2. VISUAL CLASS BROWSING

When the attendance of a class, other than the current class, needs to be displayed, you can use the browse buttons at the bottom of the form.

- << Select the first class
- < Select the previous class
- > Select the next class
- >> Select the last class

6.5.3. ADD ATTENDANCE TO A PRIOR CLASS

When a member's attendance needs to be added to a prior class, select the required date and class using the Visual Class Browser mechanism and add the member by clicking the member entry in the Available Members list.

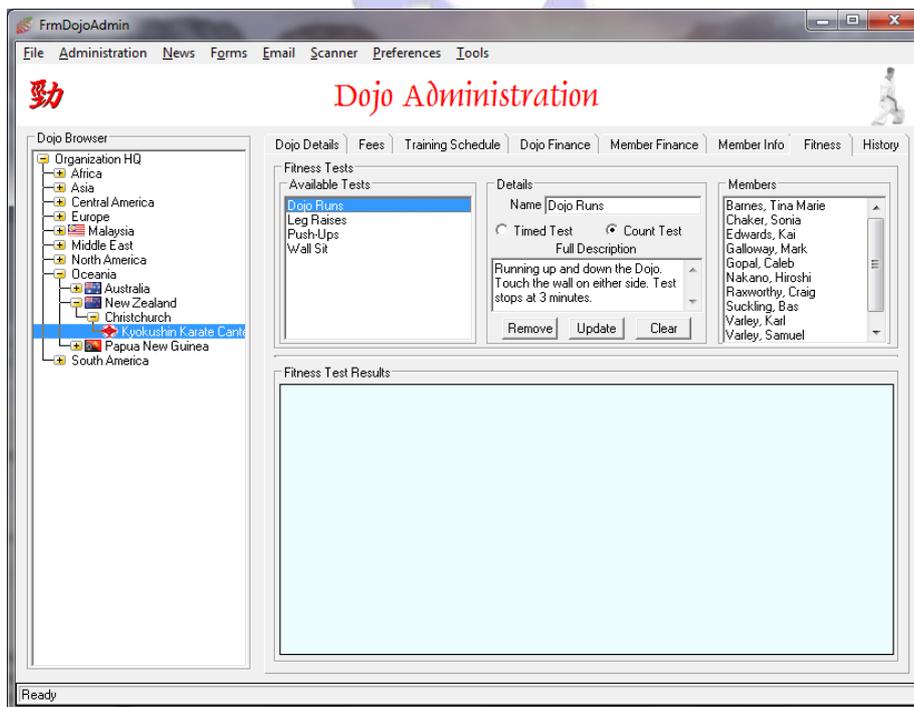
6.5.4. REMOVE ATTENDANCE FROM A PRIOR CLASS

When a member's attendance needs to be removed from a prior class, select the required date and class using the Visual Class Browser mechanism and remove the member by clicking the member entry in the Available Members list.

7. FITNESS TRACKING

7.1. SET-UP FITNESS TESTS

To set-up fitness tests for your Dojo, open the Dojo Administration form and select the **Fitness** tab.



To create a new fitness test, enter the name for this test in the Details group and indicate whether this test is a timed test or a counted test. A full test description can be entered to indicate the rules for this test. Click the **Add** button. The new test will now be displayed in the **Available Tests** table.

The Members table will show the members that have participated in the tests. Initially this table will be blank.

Repeat the above for your other Fitness Tests you want to track.

7.2. FITNESS DATA ENTRY

To enter Fitness Data open the Dojo Administration form, open the File menu and select **Fitness Data Entry**, or double click on one of the available fitness tests from the Fitness tab.

The screenshot shows the 'FrmFitnessDataEntry' application window. The window title is 'FrmFitnessDataEntry'. The main title is 'Fitness Data Entry' in red. The interface is divided into three main sections: 'Fitness Tests', 'Date', and 'Members'. The 'Fitness Tests' list includes 'Dojo Runs', 'Leg Raises', 'Push-Ups', and 'Wall Sit', with 'Dojo Runs' selected. The 'Date' section shows a dropdown menu with '12/02/2008' selected. The 'Count' section has a text box containing '59'. Below the count are 'Add' and 'Update' buttons. There are also checkboxes for 'Juniors' and 'Seniors', both of which are checked. The 'Members' list includes names like 'Barnes, Tina Marie', 'Beckham, Mark', 'Beckham, Tania', 'Chaker, Sonia', 'Dixon, Jay', 'Edwards, Kai', 'Engelken, Robert' (selected), 'Fenton, Damon', 'Fenton, Katana', 'Fujiwara, Mutsumi', 'Galloway, Mark', 'Gopal, Caleb', 'Grace, Ana', 'Grosvenor, Joshua', 'Killey, Lucinda', 'Kumar, Aanshu', 'Liu, Richard', 'Nakano, Hiroshi', 'Nicholson, Hannah', 'Raxworthy, Craig', 'Suckling, Bas', and 'Thomas, Jeremy'.

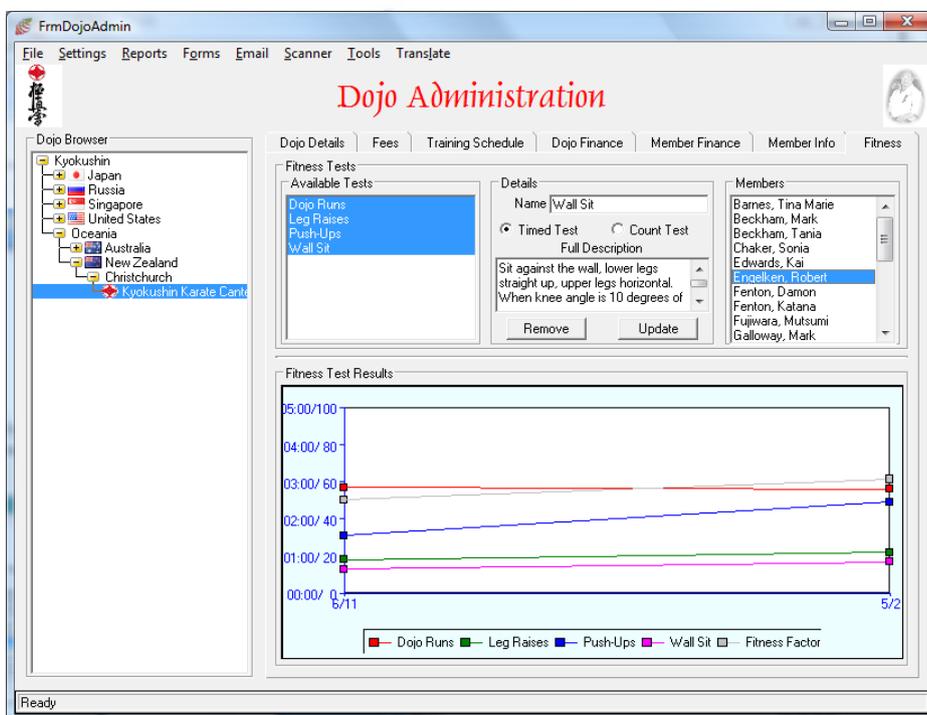
Select the Fitness Test for which you want to enter data, select the date for the test and select one of the Dojo members displayed in the Members table. Next enter the result time or count in the data entry box.

The number of displayed members can optionally be changed by selecting or unselecting the Juniors or Seniors selection.

If a result already exists for the selected test and member combination, you are able to update the data, or remove it, as the **Add** button will change into a **Remove** button if an existing result is found.

7.3. FITNESS RESULT DISPLAY

To display result data online open the Dojo Administration form and select the **Fitness** tab. Select one or more tests from the Available Tests table and a member in the Members table.



The fitness results for the selected member will be displayed in a graphical format for the last recorded 12 dates.

To produce printed data output, please see the **Fitness Reports** section in the **Running Reports** chapter, later in this manual.

8. SPECIAL EVENTS

KMS allows special events to be created, these being events outside the normal training schedule. If, for example, a Dojo organizes an annual national or international training camp or tournament the attendance of all participants can be recorded against this special event.

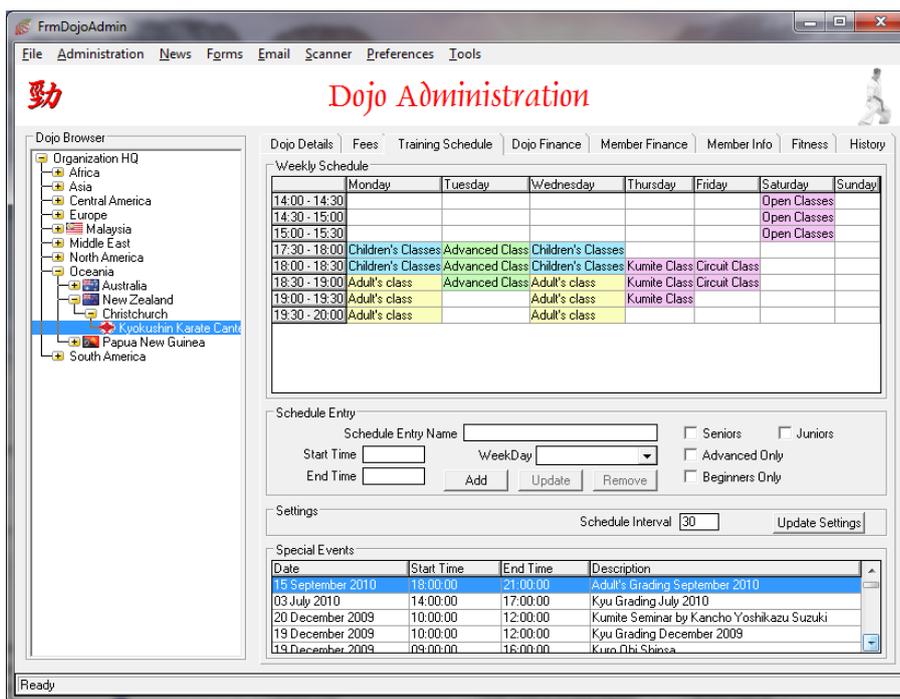
8.1. CREATE A SPECIAL EVENT

To create a special event open the Dojo Administration form and select the required Dojo in the Dojo Browser. Now select the **Training Schedule** tab and right-click in the **Special Events** table and select **New**.

Alternatively select **Create Special Attendance Event** from the **Tools** menu. If you opened the form from the Training Schedule tab your Dojo will already be pre-selected.

The screenshot shows the 'Special Event Definition' dialog box. The 'Dojo Browser' on the left lists various regions, with 'Kyokushin Karate Centre' selected. The event details on the right are: Event Name: Adult's Grading September 2010, Start Time: 18:00, End Time: 21:00. A calendar for September 2010 is displayed, with the 1st of September highlighted. The 'Today' date is 21/01/2011. Buttons for 'Add' and 'Cancel' are at the bottom.

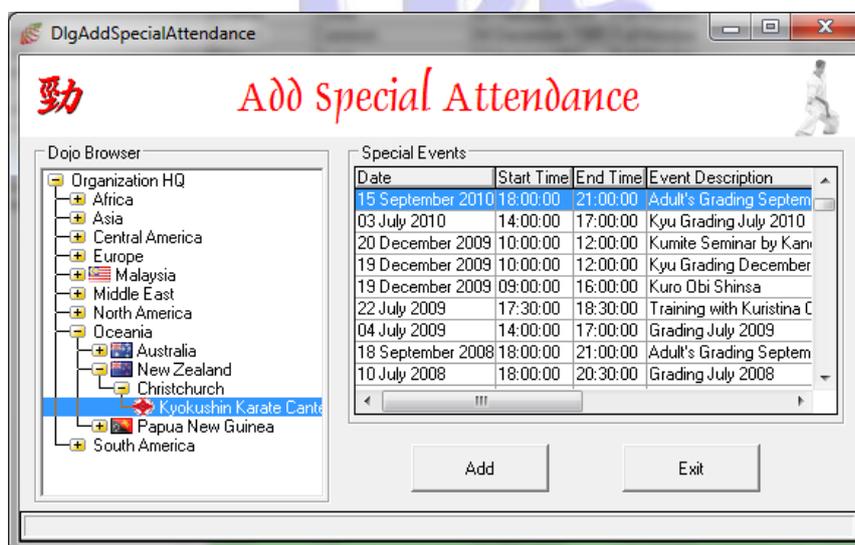
Select the required Dojo in the Dojo Browser. Select the event date and enter the event name, and enter the start and end time in 24 hour clock format (HH:mm). Then click **Add**.



The new special event will now show in the Dojo special event table.

8.2. ADD SPECIAL EVENT ATTENDANCE

To add special event attendance open the Dojo Administration form and select the **Member Info** tab. Select the required members, right-click on the MemberInfo table and select **Add Special Event Attendance**.



Select the organizing Dojo in the Dojo Browser, select the required event and click **Add**.

9. GRADING ADMINISTRATION

9.1. ADD A GRADING

To add grading events open the Member Administration form. Select the required member and select the **Gradings** tab.

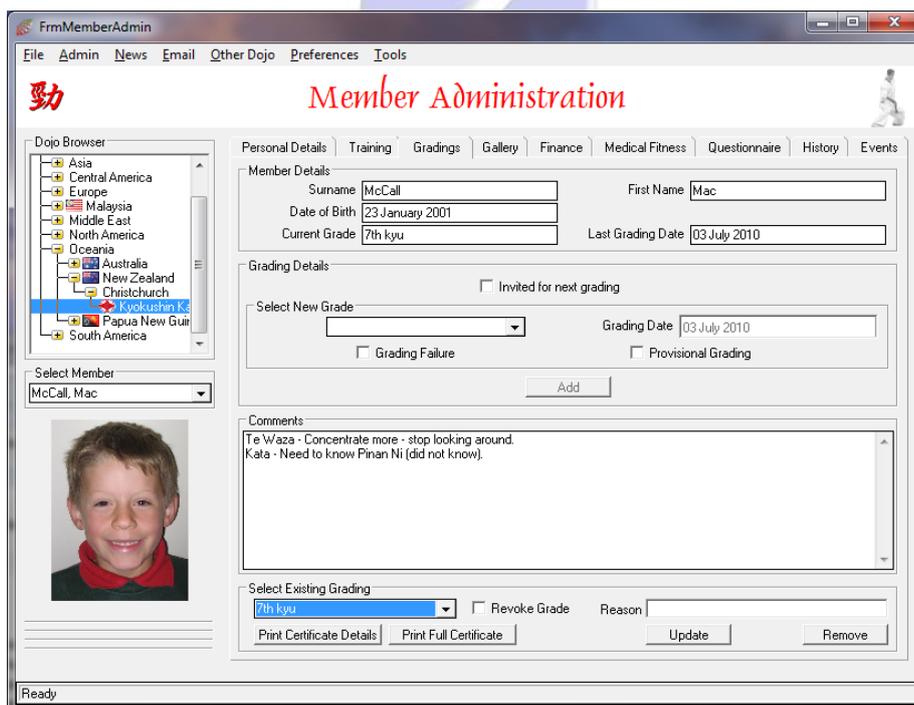
In the **Select New Grade** group select the newly achieved grade and the date of the grading. Optionally indicate whether the grading result was a failed or provisional grading. Next, click in the comments list. The comment entry form will appear.

You can enter any grading comments. Click **OK** when done.

When all information about the new grading result has been entered click **Save** to store the grading into the database.

9.2. GRADING CERTIFICATE PRINTING

To print a grading certificate open the Member Administration form and select the required member.



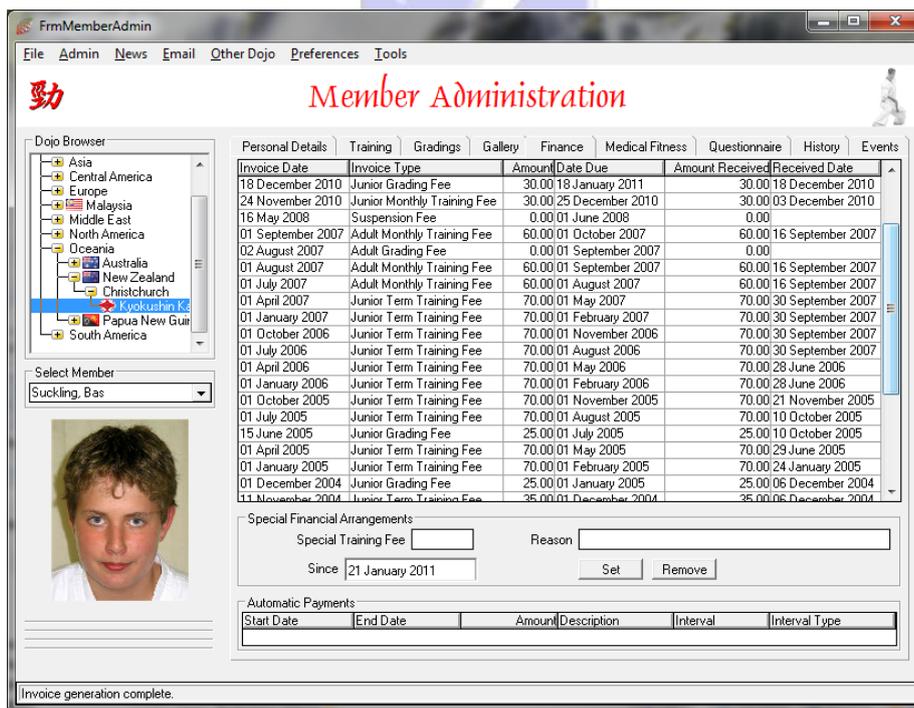
Select the **Gradings** tab. In the **Select Existing Grading** group select the grade you want to print the certificate for. To print a grading certificate you can now click **Print Full Certificate** or click **Print Certificate Details** if you use pre-printed certificate cards.

Note: Before a grading certificate can be printed the certificate design must have been completed.

10. MEMBER FINANCIAL ADMINISTRATION

10.1. MEMBERS WITHOUT AUTOMATIC PAYMENT

The simplest form of financial member administration is straight forward cash or cheque payment on a pre-defined term basis. Open the Member Administration form, select the required member and select the **Finance** tab.



The term was defined on the Personal Details tab of a member. KMS generates invoices based on the payment term and type of membership. In the above example an invoice record is generated for a Junior member, based on a 3-month school term payment.

Right-click on an invoice line and select **Mark as Paid**. The Received Date column for the selected line will now contain the current date as payment date. If this is not the correct date, you can click on the Received Date cell of that invoice. A date-picker dialog will appear in which you can select the correct date.

If an invoice has mistakenly been marked as paid, you can right-click on that invoice line again and select **Clear Payment**.

10.1.1. SPECIAL TRAINING FEE

If for any reason a member's training fee is different from the regular training fee for that member type, you can specify an alternate fee in the **Special Financial Arrangements** group. Set the alternate fee, the date from which this fee is applicable and a reason for this special arrangement. A reason, for later reference by you or other Dojo administrators, must be stated for the arrangement to be accepted. Click the **Set** button for this arrangement to be stored.

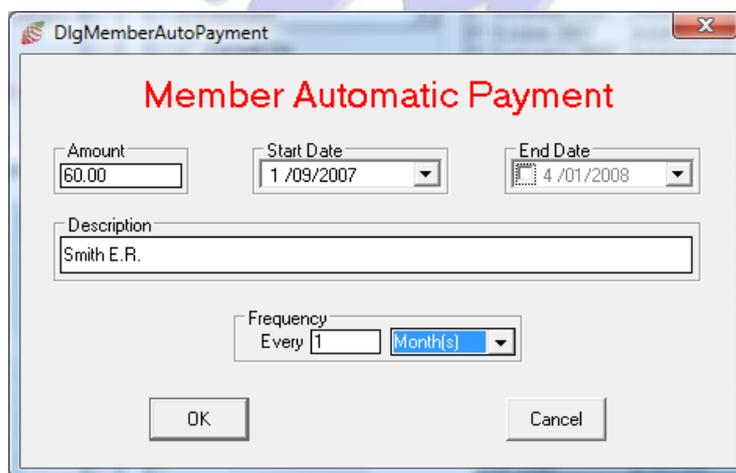
To terminate a Special Financial Arrangement select the date from which this change is effective and click the **Remove** button.

10.2. MEMBERS WITH AUTOMATIC PAYMENT

Members paying their training fees through an automatic payment arrangement with their bank can administered exactly as cash payment members, marking as paid the invoices as described above, based on your Dojo monthly bank account statement. KMS offers this payment type to be set-up slightly different, as an extra option.

10.2.1. CREATE A MEMBER AUTOMATIC PAYMENT

Open the Member Administration form, select the required member and select the **Finance** tab. In the Automatic payments group right-click on the Automatic Payments table and select New AutoPayment. This will open the Automatic Payment dialog.



The screenshot shows a dialog box titled "Member Automatic Payment" with the following fields and values:

- Amount: 60.00
- Start Date: 1 /09/2007
- End Date: 4 /01/2008
- Description: Smith E.R.
- Frequency: Every 1 Month(s)

Buttons: OK, Cancel

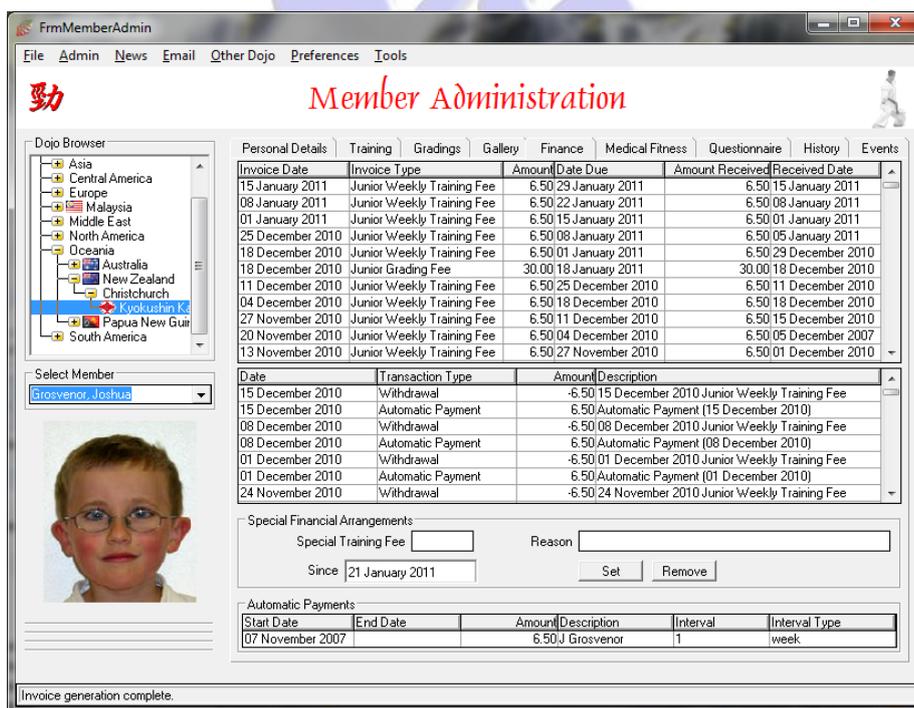
Specify the **Amount** of the payment, the **Start Date** from this automatic payment will be effective and a **Description**. A useful description is the label for this automatic payment on your bank account statement, which may not necessarily be a good indication for which member this payment is for. (See also Automatic Payments report printing, later in this manual.)

Make sure that the tick box in the **End Date** group remains **clear**, then click **OK**.

10.2.2. INTERNAL ACCOUNT VIEW

When an automatic payment has been created and the Dojo has Automatic Payment handling enabled, every interval of an automatic payment the specified amount will be deposited into an internal account for the member. When an invoice is generated for the member, it will check if enough balance are available in the account to cover the due amount of the invoice, and withdraw this amount if available.

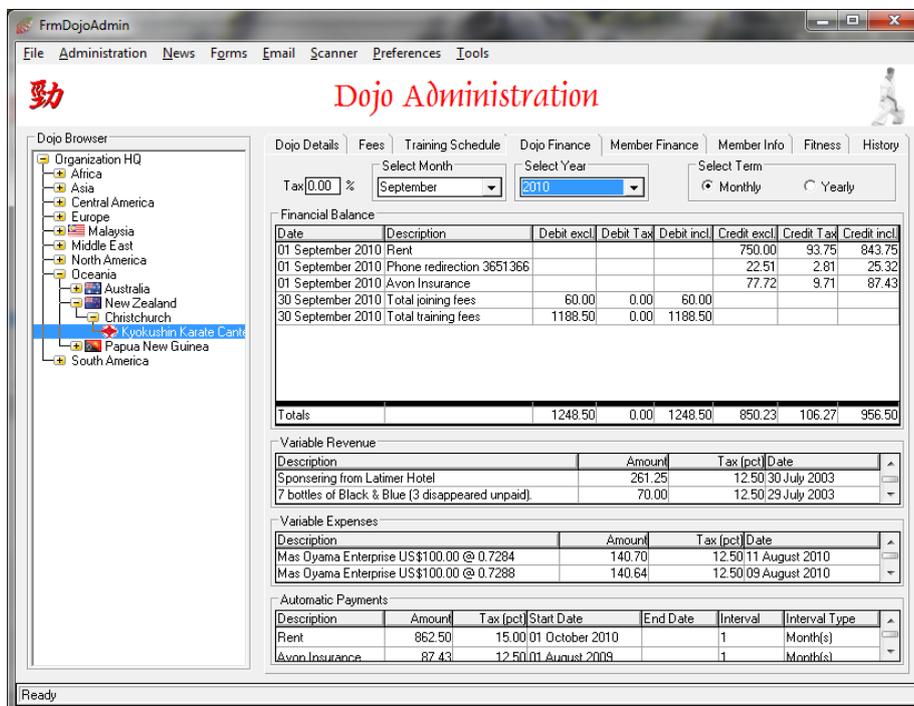
To view the state of this internal amount, open the Member Administration form and click the **Finance** tab. If an internal account exists for this member, the Internal Account table will be displayed on the tab.



The Finance tab view has been split to show both the invoices and the internal account.

11. DOJO FINANCIAL ADMINISTRATION

To view all aspects of Dojo Financial Administration open the Dojo Administration form, select the required Dojo in the Dojo Browser and select the **Dojo Finance** tab.

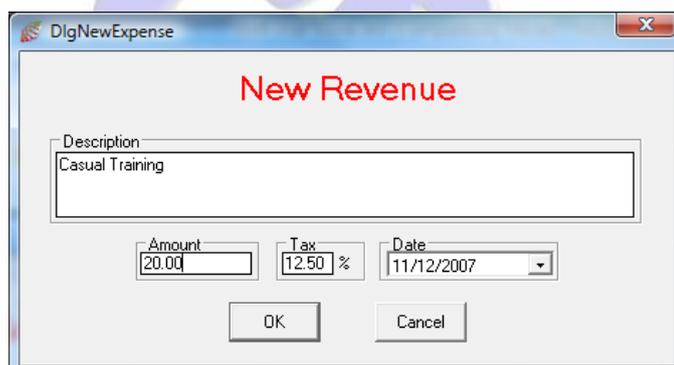


You will see an overview of all aspects of your Dojo finance. You can choose from a **monthly** or **yearly** overview and you can specify the **Tax** rate for your location, if applicable.

The **Financial Balance** group gives you an overview of all Dojo finances in the selected period, showing automatically generated payments, variable revenue and variable expenses.

11.1. CREATE VARIABLE REVENUE

To create a variable revenue entry right-click on the **Variable Revenue** table and select **Add New** to open the New Revenue creation dialog.



Provide a description and specify the amount and the date. You can change the tax rate for this entry if a special tax rate applies. Click **OK**.

The new revenue will now show in the Variable Revenue table and the Financial Balance table.

11.2. CREATE VARIABLE EXPENSE

To create a variable expense entry right-click on the **Variable Expense** table and select **Add New** to open the **New Expense** creation dialog.

Provide a description and specify the amount and the date. You can change the tax rate for this entry if a special tax rate applies. Click **OK**.

The new expense will now show in the Variable Expense table and the Financial Balance table.

11.3. CREATE AUTOMATIC PAYMENT

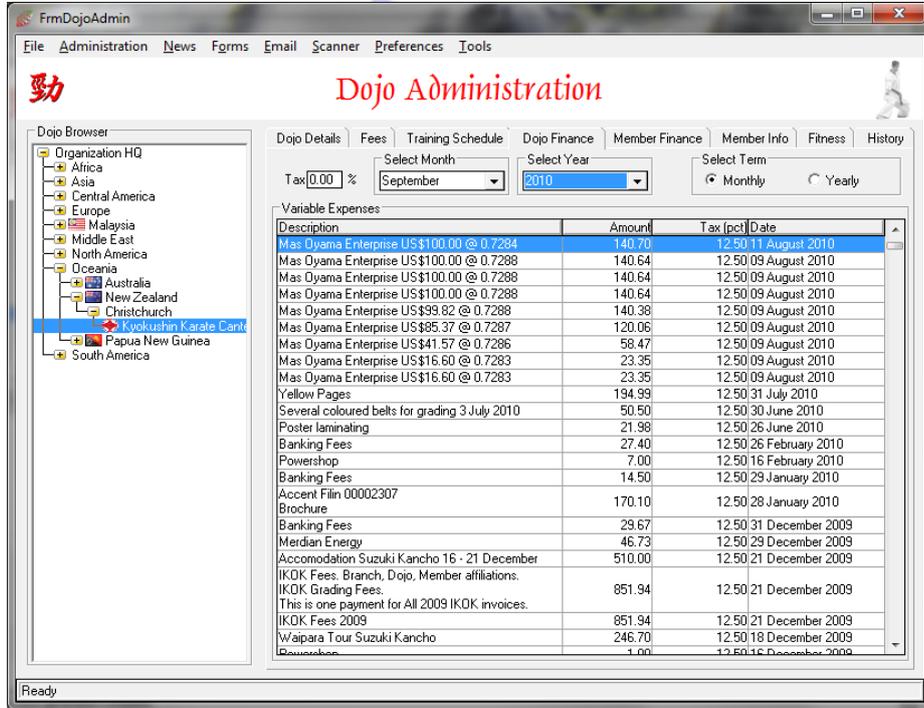
To create an automatic payment entry, right-click on the **Automatic Payments** table and select **Add New** to open the New Automatic Payment creation dialog.

Provide a description and specify the amount and the start date. You can change the tax rate for this entry if a special tax rate applies. Ensure the End Date is un-checked and specify the payment frequency. Click **OK**.

The new automatic payment will now show in the Automatic Payments table.

11.4. CHANGING FINANCIAL VIEWS

The table only show limited entries in general overview mode. Even if the form is maximized on the computer display, it may not show everything you are interested in. All tables on the Dojo Finance tab can be maximized on the Dojo Finance tab by right-clicking on the required table and selecting **Maximize**.



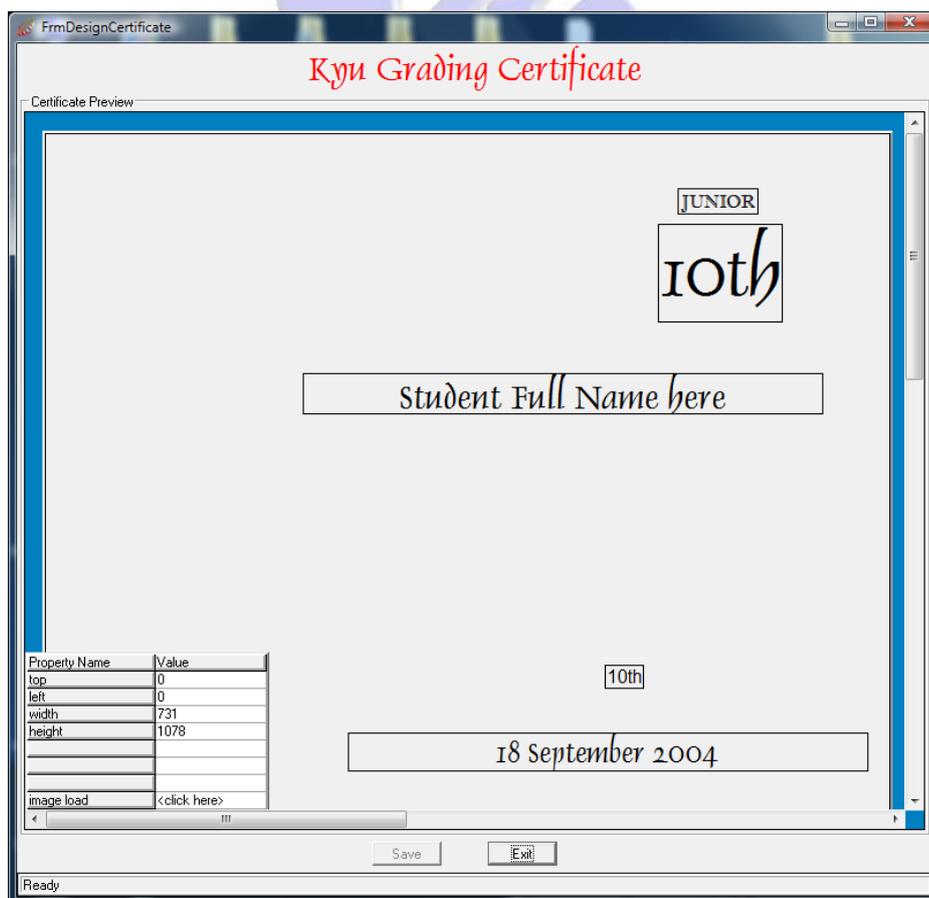
The selected table will now occupy all the table space on the form. To return to normal view, right-click on the table again and un-check **Maximize**.

12. CERTIFICATE AND CARD DESIGN

12.1. DESIGN KYU CERTIFICATE TEMPLATE

To design a Kyu grading certificate open the Dojo Administration form, open the **Tools** menu and select **Design Kyu Grading Certificate**.

You will start by loading a digital image of your grading certificate. This can be obtained by scanning a blank certificate into a digital computer image file. This image can now be loaded into the Kyu Certificate designer form.



Click on the main area of the designer form. In the lower right corner you will see a table with the property values of the image. The last field in the table indicates **load image**. Click on the cell beside it and a file selection dialog will appear, in which you can browse your computer to find the certificate image file.

After selecting a file the image will be displayed in the designer form.

You will now have to **move** the data fields to the correct location on the form. Select one of the fields by clicking on it. The field properties will be displayed in the Property Table. To move a field click on the field, hold the mouse down and drag the field to its correct location. You can now release your mouse button. To fine-tune the final position you can select the field and use the arrow keys to move the field 1 position at the time

To **resize** a data field move the mouse pointer close to the edge of a field. The mouse pointer will now change, indicating resize mode and the resize direction. Press the

mouse button and drag the edge of the field into the desired direction. When done release the mouse button. To fine-tune the size you can select the field and use the Ctrl-key + arrow keys to adjust the width and height.



For each field you are also able to change their caption, the font, the font size and the font colour. Click on the white cell to change its value. For font and colour selection a separate selection dialog will appear to help you make a choice.

All captions are for visual purpose during design time, except for the JUNIOR field, which will only be printed if the member is under the age of 16. If this field is not required you can set the field width and height to 0 in the Property table, which will make it invisible.

The fields will be filled with the appropriate data when the certificate is printed.

Note: All selectable fields have a single black border to visually indicate its position and size. These borders will not be printed on the certificate.

Note: A certificate image has a fixed size of 731 x 1078 pixels. Images larger than this size are automatically downsized to fit this fixed size, but may take longer to upload into KMS. This depends mostly on your Internet upload speed. It is advice to reduce the size of your image, using a photo editing utility.

12.2. DESIGN DAN CERTIFICATE TEMPLATE

To load and set-up a Dan Certificate open the Dojo Administration form. From the Tools menu select Design Dan Grading Certificate.

The loading of the certificate image and the alignment of the text fields is exactly the same as described for a Kyu Certificate in the previous section.

12.3. DESIGN MEMBERSHIP CARD TEMPLATE

To start designing you membership card open the Dojo Administration form. From the **Tools** menu select **Design Membership Card**.

The initial form will display a sample membership design. You can select a different example from the **Examples** menu.

Property Name	Value
top	2
left	218
width	72
height	61
image load	<click here>

This form has 4 image fields, the Card Front image, the Dojo Logo image, the Member Photo image and a Dan Obi image. Only the Card Front image and the Dojo Logo image can be loaded, the remaining image fields are populated when the card is printed.

Additionally the form has 14 text fields, each with its own purpose. Each text field can be positioned and resized. It is obvious that some TextBox pairs, e.g. "Date of Birth" and the actual birthday, need to be positioned in a manner that they remain a pair.

Similar for the Title field (Sosai in the example), it needs to be in a position just above the member name field.

For each TextBox field the font, font size and font colour can be set. For the member number barcode field it is best to leave the default font.

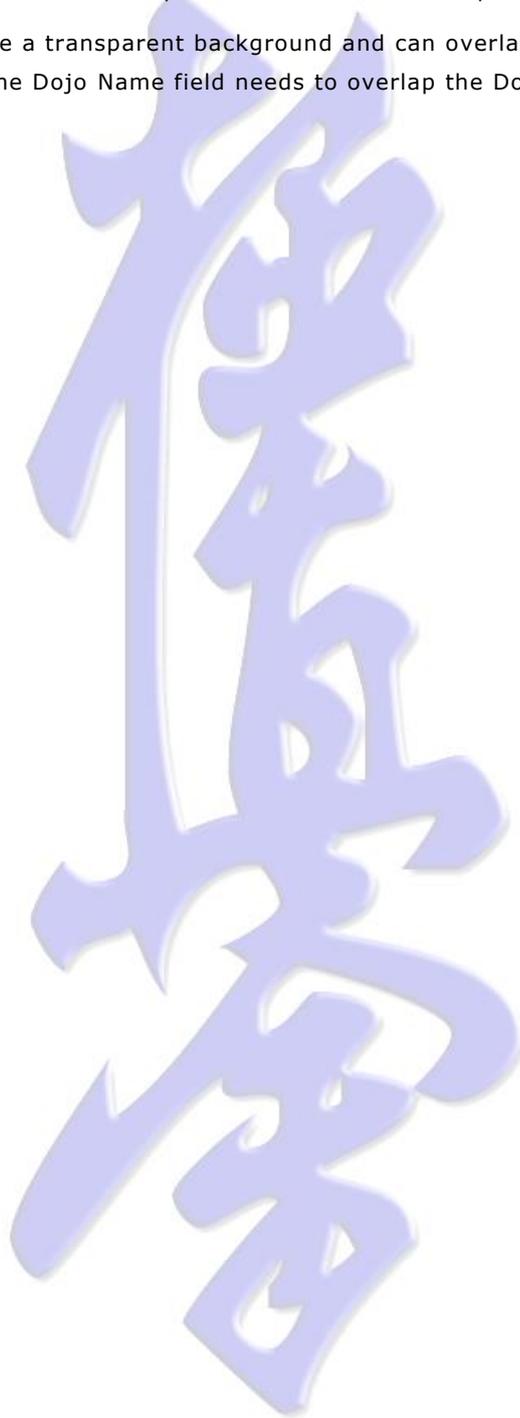
The Image and TextBox fields can be moved by selecting the field with the mouse pointer, hold down the mouse button, drag the field to its new position and release the

mouse button. Fine-tune the final location by selecting the field and move the field with the arrow keys on your keyboard.

The Instructor field will be blank if the member is not marked as such in KMS. The Dan Obi image will only be visible for members ranked 1st Dan and up.

Note: All selectable fields have a single black border to visually indicate its position and size. These borders will not be printed on the membership card.

Note : TextBoxes have a transparent background and can overlap images, if required. This can be useful if the Dojo Name field needs to overlap the Dojo Logo image.



13. BARCODE SCANNERS

13.1. SUPPORTED BARCODE SCANNERS

At the date of writing several MetroLogic barcode scanners have been tested and used. To set-up MetroLogic scanners on the computer, the same utility is used for their complete range.

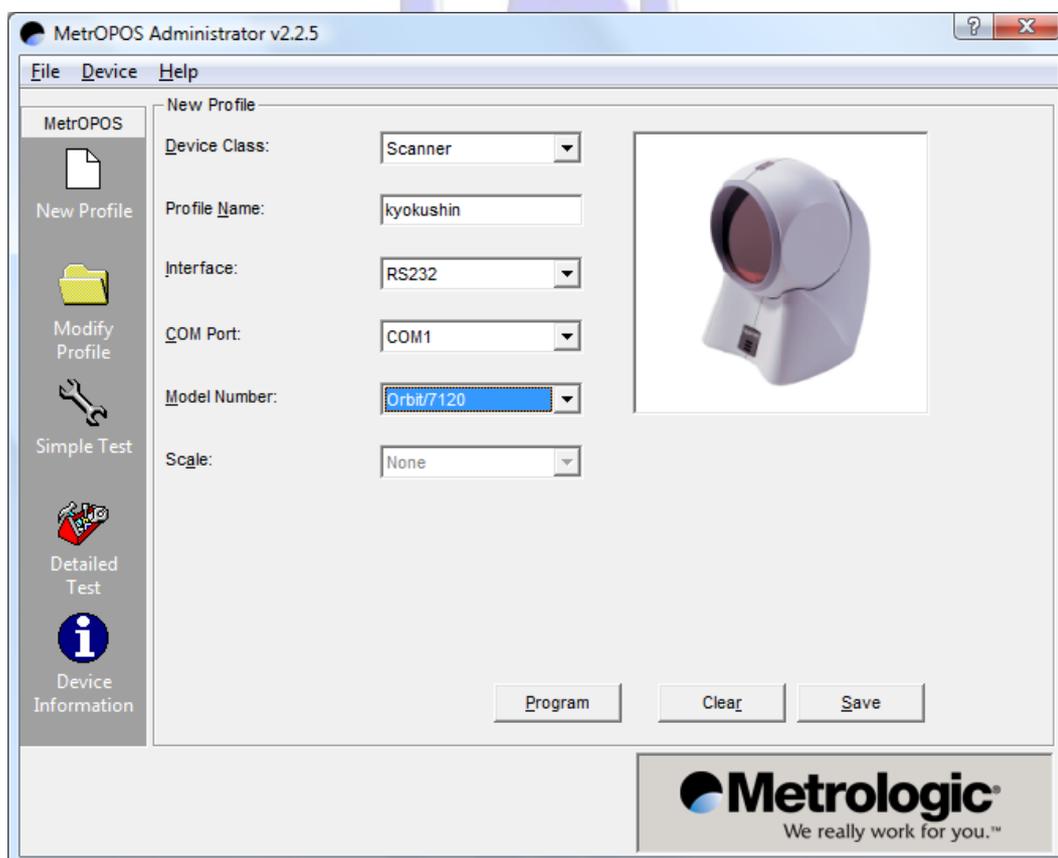
The tested models range from current models to old 2nd hand units retrieved from a super-market upgrade, all with the same successful result.

13.2. CONFIGURE THE SCANNER ON YOUR COMPUTER

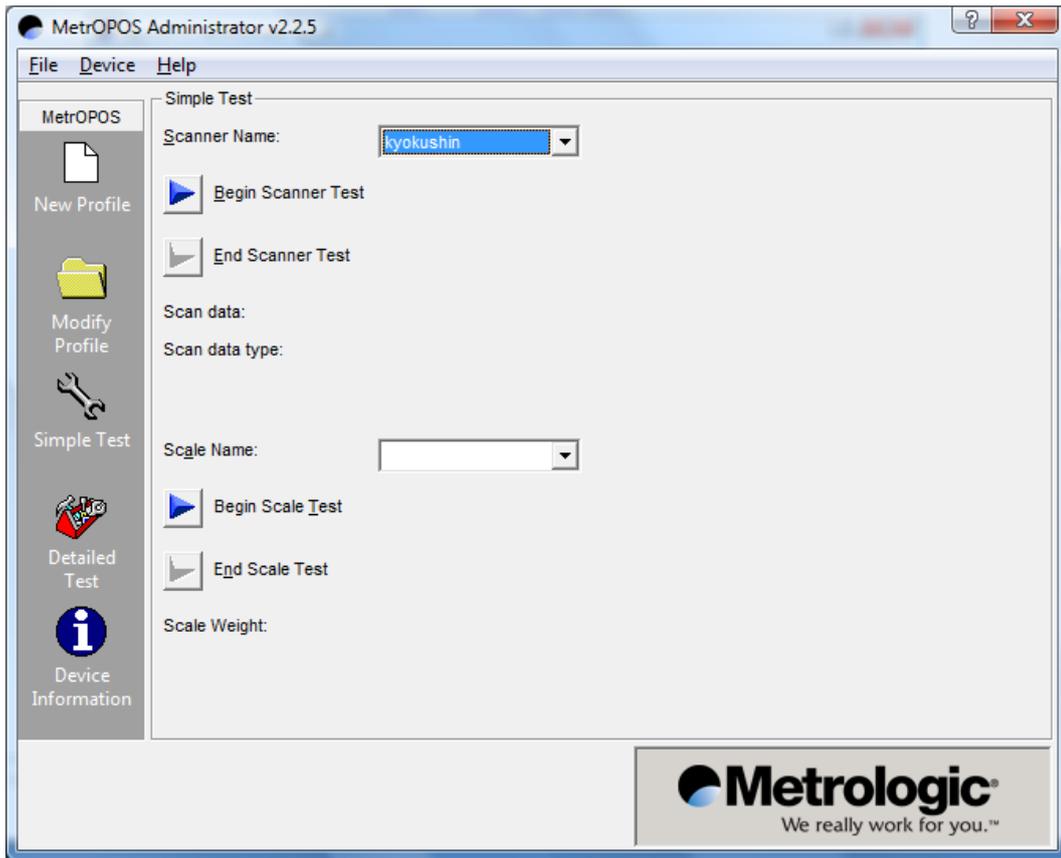
To configure your scanner please consult your scanner manufacturer's installation and user guide.

The following is an example of what this may look like, using a Metrologic scanner, assuming you have already connected the scanner and tested its correct operation on your computer.

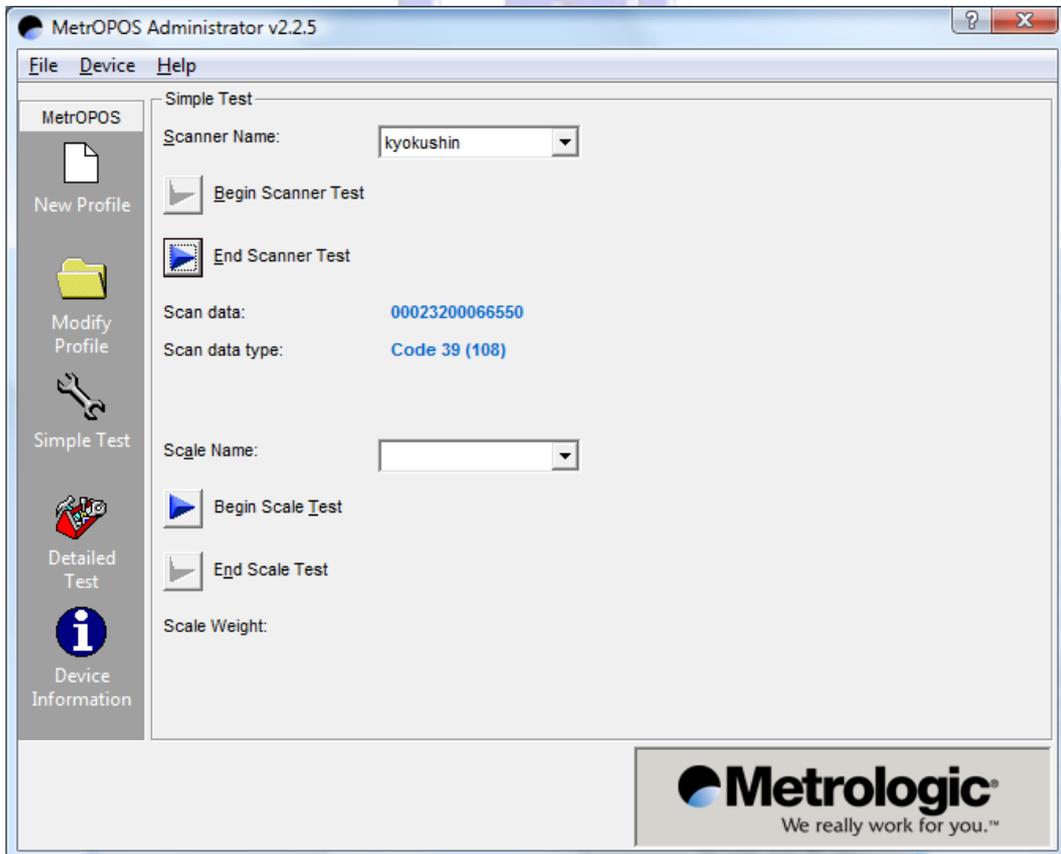
Start the **MetrOPOS Administrator** program and create a profile for your scanner. Let us call this profile '**kyokushin**', but any name will do.



Next select **Simple Test** on the MetrOPOS sidebar.



Click **Begin Scanner Test** and present a barcode in front of the scanner. Verify that the correct barcode is presented on the form.

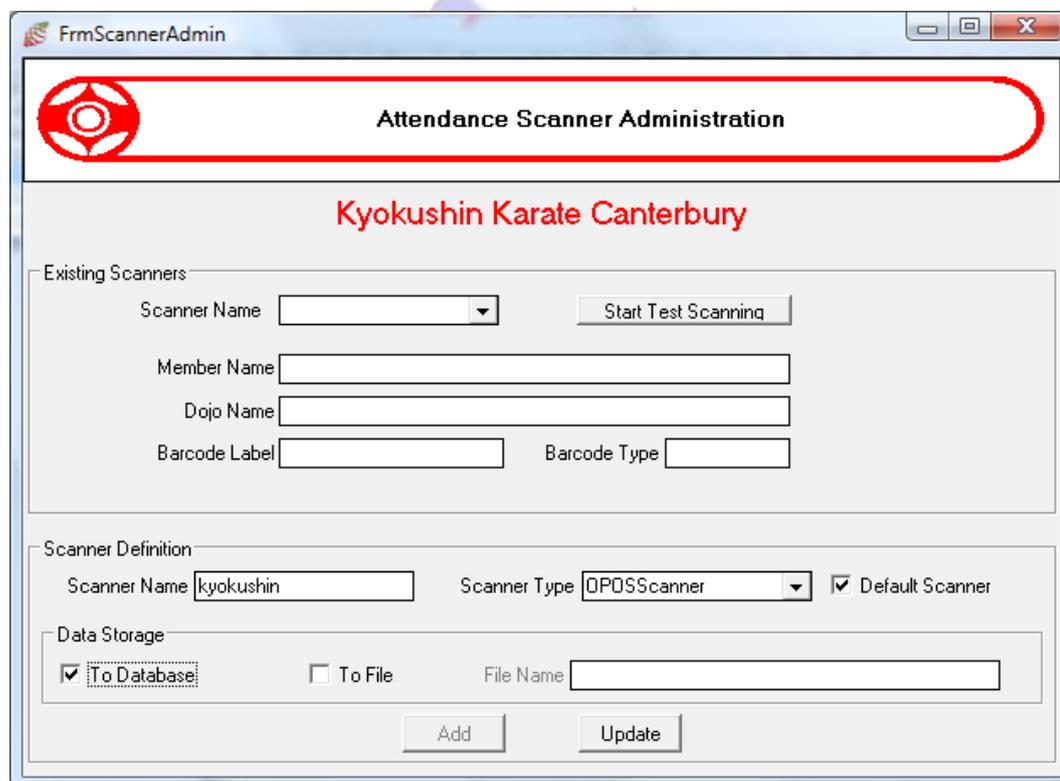


Click **End Scanner Test** and close the **MetroOPOS Administrator** program.

13.3. CONFIGURE A BARCODE SCANNER IN KMS

Before configuring a scanner into KMS, first configure the scanner on your computer and ensure it all works correctly with the tools provided with your scanner.

Open the Dojo Administration form, from the **Scanner** menu select **Barcode Scanner Maintenance**.



The screenshot shows a window titled "FrmScannerAdmin" with a red logo and the text "Attendance Scanner Administration" and "Kyokushin Karate Canterbury". The form is divided into three sections:

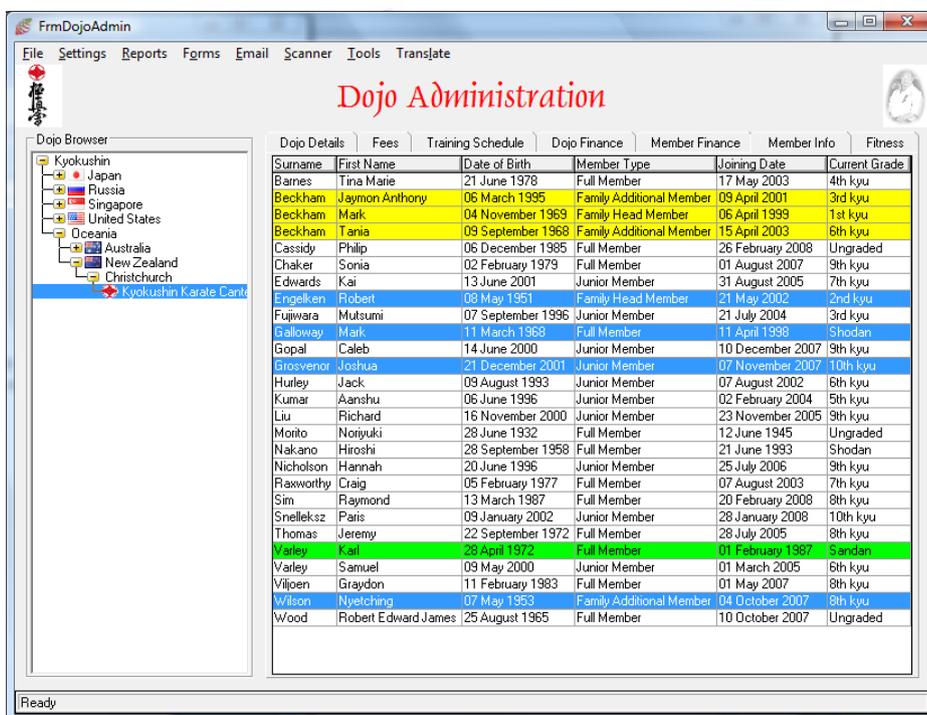
- Existing Scanners:** Contains a "Scanner Name" dropdown menu, a "Start Test Scanning" button, and input fields for "Member Name", "Dojo Name", "Barcode Label", and "Barcode Type".
- Scanner Definition:** Contains a "Scanner Name" text box with "kyokushin" entered, a "Scanner Type" dropdown menu with "OPOSScanner" selected, and a checked "Default Scanner" checkbox.
- Data Storage:** Contains a checked "To Database" checkbox, an unchecked "To File" checkbox, and a "File Name" text box.

At the bottom of the form are "Add" and "Update" buttons.

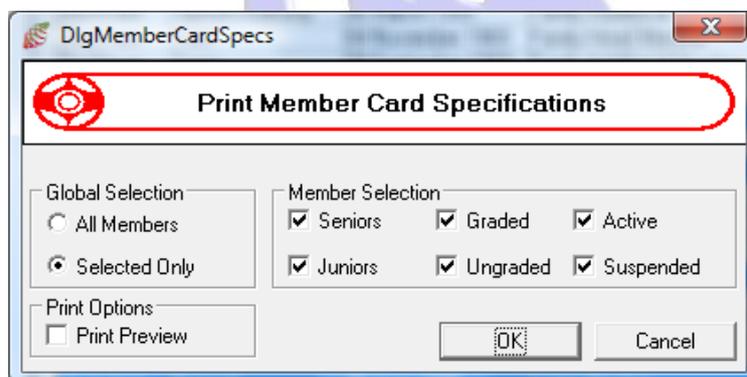
In the **Scanner Definition** section provide the profile name you have previously created in your scanner's administrator program. From the **Scanner Type** combobox select the scanner type. Currently only **OPOSScanner** is supported. Ensure the **Default Scanner** checkbox is ticked. In **Data Storage** select **To Database** and click the **Add** button.

13.4. CREATING MEMBERSHIP CARDS

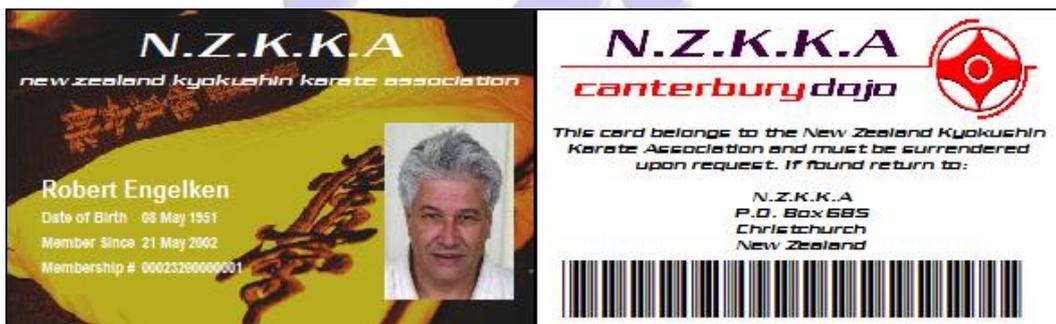
Open the Dojo Administration form, select your Dojo in the Dojo Browser and select the Member Info tab on the right side of the form. In the Member Info table select the members for which you want to print the Membership Card.



Right-click on the **Member Info** table and select **Print Member Cards**.



Click **Selected Only**, optionally set **Print Preview** and click **OK**.



Your Membership Card(s) will now be printed. The front of the membership card is printed on the left section and the back of the card on the right section of the print. Cut out each individual membership card from the printed paper.

Tip: A single sheet guillotine is very handy for this and these are inexpensive.

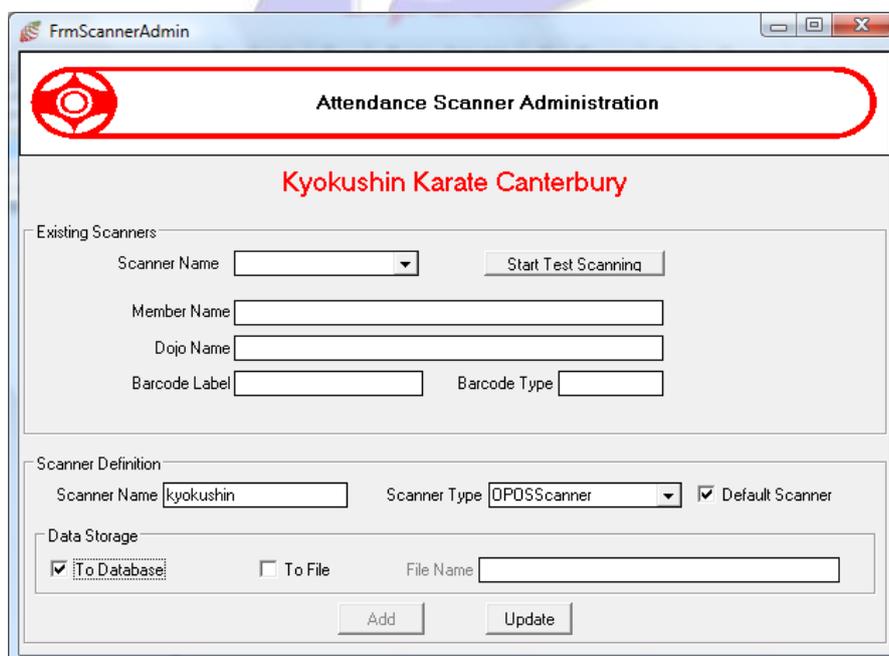
Fold over the membership card in the centre and insert the folded card into a Credit Card size lamination pouch. Feed the pouch through your laminator.

When lamination is completed, you are ready to test this card with your scanner.

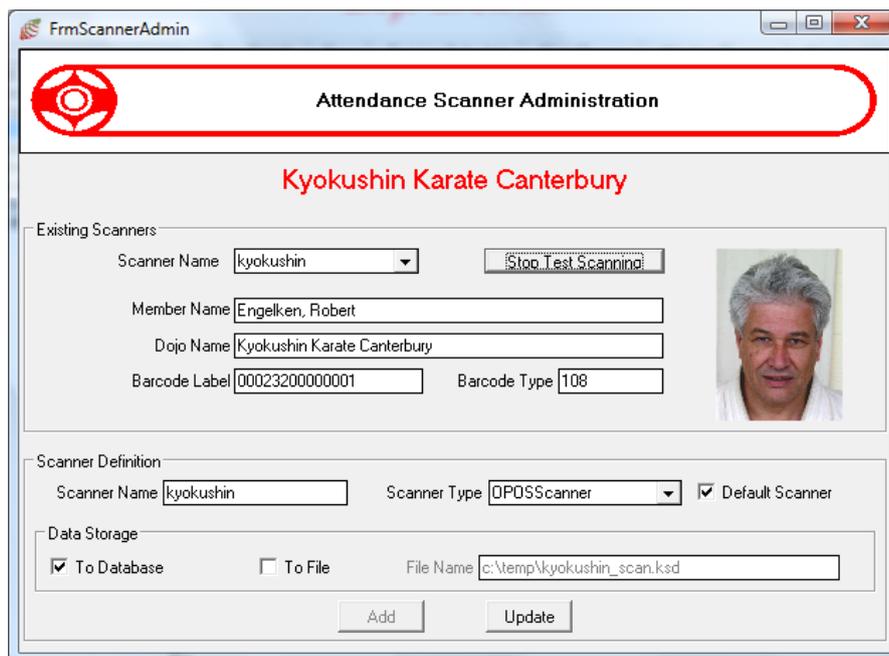
13.5. TEST A MEMBERSHIP CARD BARCODE

Open the Dojo Administration form, open the Scanner menu bar and select Barcode Scanner Maintenance.

In the **Existing Scanners** section select your scanner from the Scanner Name combobox.



Click **Start Test Scanning** and present a **Kyokushin Membership Card** in front of the barcode scanner.



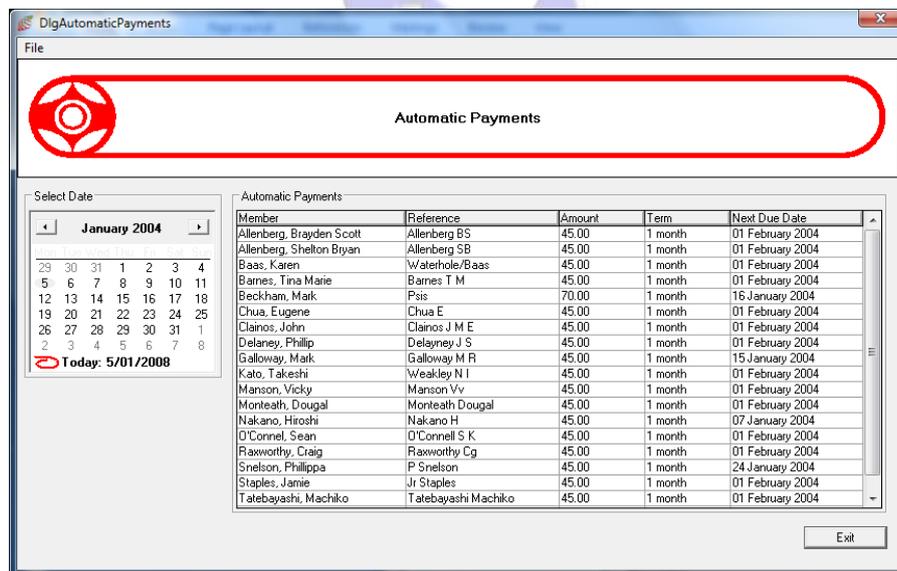
On successful scanning all Member Information will be displayed in the Existing Scanner section. If the member has a member image loaded, this will also be displayed.

Note: If incorrect information is displayed or no information at all after the scanner has beeped the scanning confirmation, please make sure that the Barcode on the Membership card has been printed clear and without smudges.

14. RUNNING REPORTS

14.1. AUTOMATIC PAYMENTS

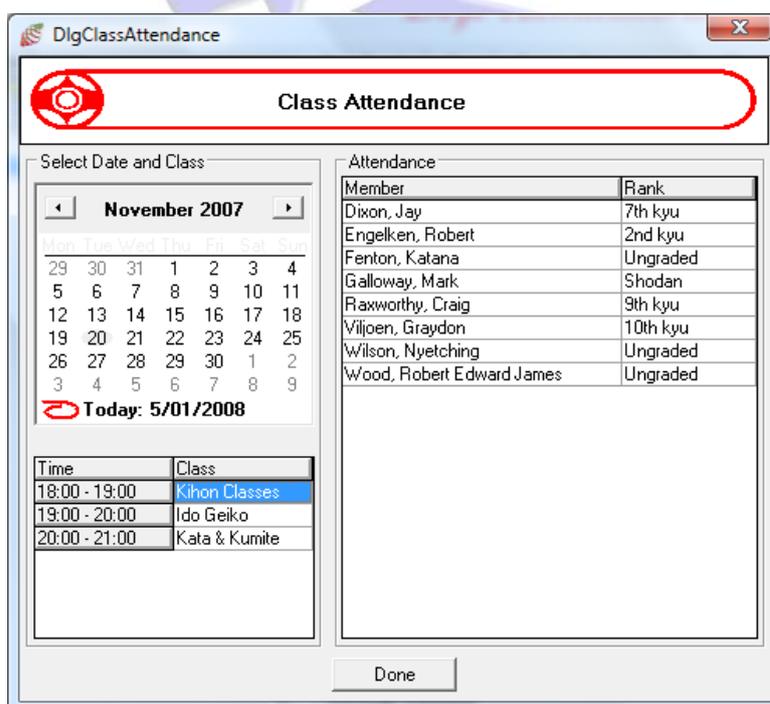
Open the Dojo Administration form and select the required Dojo in the Dojo Browser. Select the **Reports** menu item and select **Auto Payments**.



Selecting a date will show you all automatic payment information on that date. The information can be printed from the **File** menu item and selecting **Print**.

14.2. CLASS ATTENDANCE

Open the Dojo Administration form and select the required Dojo in the Dojo Browser. Select the **Reports** menu item and select **Class Attendance**.



Selecting a date and one of the available classes on that date will show the attendance of this class in the Attendance table.

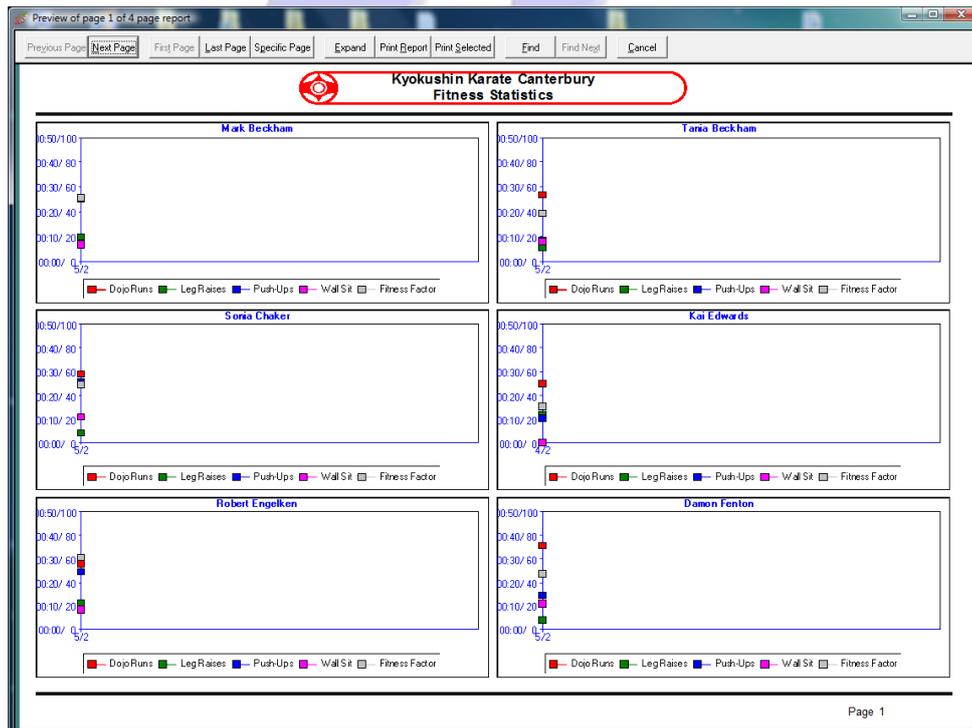
14.3. FITNESS REPORTS

Open the Dojo Administration Form and select the required Dojo in the Dojo Browser. Select the **Reports** menu item and select **Fitness Reports**, or by right clicking on the **MemberInfo** tab and select **Print Fitness Statistics**.



From the presented dialog above you can select members, age groups, type of reporting and set a first and last reporting date. The Selected Only option will automatically be selected if 2 or more members are selected on the Member Info tab.

14.3.1. FITNESS GRAPHICAL REPORT



On the Fitness Report Generation Specification ensure the **Graphic** Report Type is selected. Click OK to generate the report and send it to the printer. If **PrintPreview** is selected on the Dojo Administration **File** menu you will be able to preview the output before printing starts. This report is printed in Landscape printer mode.

14.3.2. FITNESS TABLE REPORT

Preview of page 1 of 4 page report

Previous Page **Next Page** First Page Last Page Specific Page Expand Print Report Print Selected Find



Kyokushin Karate Canterbury

Fitness Factors

Date : 13 February 2008

Name	4/2	5/2							
Beckham, Mark									
Dojo Runs		52							
Leg Raises		02:02							
Push-Ups		51							
Wall Sit		01:25							
Fitness Factor		51							
Beckham, Tania									
Dojo Runs		54							
Leg Raises		01:13							
Push-Ups		17							
Wall Sit		01:40							
Fitness Factor		38							
Chaker, Sonia									
Dojo Runs		58							
Leg Raises		00:50							
Push-Ups		51							
Wall Sit		02:15							
Fitness Factor		48							
Edwards, Kai									
Dojo Runs		50							
Leg Raises		02:21							
Push-Ups		21							
Wall Sit		00:04							
Fitness Factor		30							
Engeiken, Robert									
Dojo Runs		56							
Leg Raises		02:12							
Push-Ups		49							
Wall Sit		01:44							
Fitness Factor		61							
Fenton, Damon									
Dojo Runs		71							
Leg Raises		00:50							
Push-Ups		29							
Wall Sit		02:15							

1

On the Fitness Report Generation Specification ensure the **Table** Report Type is selected. Click OK to generate the report and send it to the printer. If **PrintPreview** is selected on the Dojo Administration **File** menu you will be able to preview the output before printing starts.

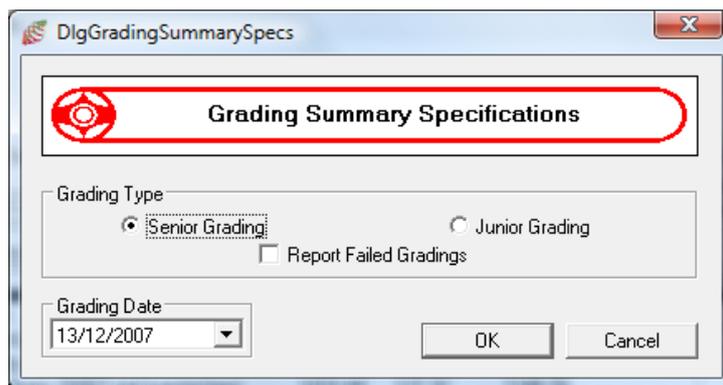
14.3.3. FITNESS FACTORS

Name	Current Rank	Fitness Factor
Beckham, Mark	1st kyu	51
Beckham, Tania	6th kyu	38
Chaker, Sonia	10th kyu	48
Edwards, Kai	8th kyu	30
Engelken, Robert	2nd kyu	61
Fenton, Damon	10th kyu	47
Fenton, Katana	9th kyu	46
Fujiwara, Mutsumi	3rd kyu	44
Galloway, Mark	Shodan	79
Gopal, Caleb	10th kyu	97
Killey, Lucinda	Ungraded	25
Kumar, Aanshu	6th kyu	24
Nakano, Hiroshi	Shodan	106
Nicholson, Hannah	9th kyu	34
Suckling, Bas	6th kyu	71
Varley, Karl	Sandan	53
Varley, Samuel	7th kyu	82
Viljoen, Graydon	9th kyu	53
Wilson, Nyetching	10th kyu	57
Wood, Robert Edward James	Ungraded	66

On the Fitness Report Generation Specification ensure the **Factors** Report Type is selected. Click OK to generate the report and send it to the printer. If **PrintPreview** is selected on the Dojo Administration **File** menu you will be able to preview the output before printing starts.

14.4. GRADING RESULTS

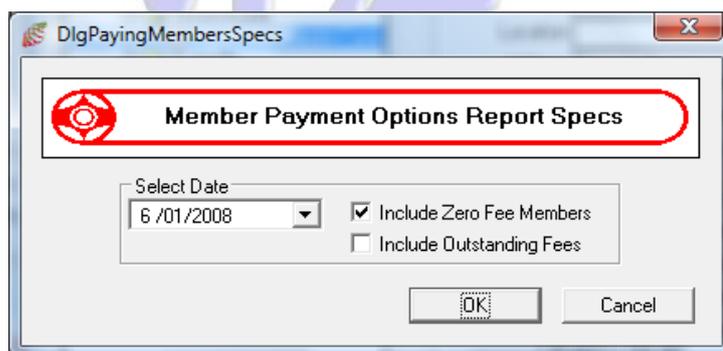
Open the Dojo Administration form and select the required Dojo in the Dojo Browser. Select the **Reports** menu item and select **Class Attendance**.



Select the required **Grading Date**, select to report **Senior** or **Junior** grading results. By default failed grading results are not reported, but if these are required you can check **Report Failed Gradings**. Click **OK**.

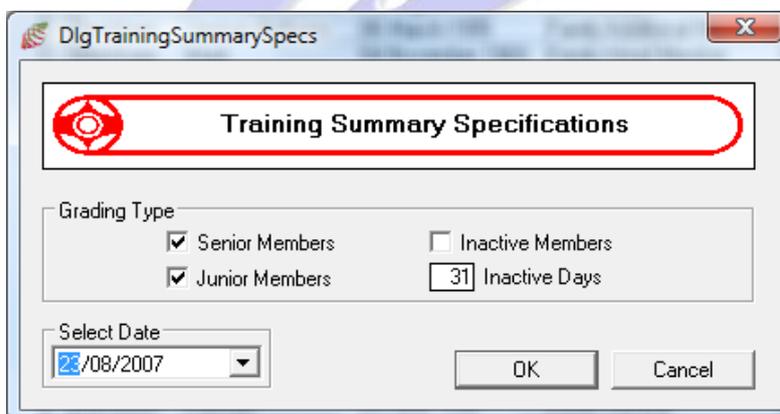
A report will be generated and sent to your configured Dojo Administration printer.

14.5. MEMBER PAYMENT OPTIONS



14.6. TRAINING HOURS

To report member's training hours open the Dojo Administration form, open the Reports menu and select Training Hours.



You are able to select a reporting date and optionally select or unselect groups of members. By default members which have not attended training for the past 31 days will not be reported.



Kyokushin Karate Canterbury Training Summary Report

Date : 23 August 2007

Name	Current Rank	Grading Date	Hours		Total
			Grading Required		
Barnes, Tina Marie	4th kyu	03 July 2004	237.50	90.00	536.00
Beckham, Jaymon Anthony	3rd kyu	17 December 2005	56.50	52.00	489.75
Beckham, Tania	6th kyu	17 December 2005	63.50	66.00	404.50
Campbell, Cyrus	Ungraded		2.00	15.00	2.00
Chaker, Sonia	Ungraded		10.50	30.00	10.50
Dixon, Jay	7th kyu	02 August 2007	2.00	30.00	60.00
Edwards, Kai	9th kyu	20 December 2006	17.00	23.00	64.00
Engelken, Robert	2nd kyu	18 September 2004	479.00	130.00	1183.50
Fujiwara, M utsumi	4th kyu	20 December 2006	27.00	45.00	267.00
Galloway, Mark	Shodan	20 November 2004	368.00		
Kumar, Aanshu	7th kyu	20 December 2006	5.50	30.00	168.25
Liu, Richard	10th kyu	20 December 2006	1.00	20.00	6.50
Nakano, Hiroshi	Shodan	30 November 2003	382.00		
Nicholson, Hannah	10th kyu	18 December 2006	1.00	20.00	6.00
Raxworthy, Craig	9th kyu	02 August 2007	6.00	46.00	79.00
Suckling, Bas	6th kyu	02 August 2007	1.00	66.00	183.25
Thomas, Jeremy	8th kyu	02 August 2007	1.00	54.00	151.50
Varley, Karl	Sandan	22 June 2002	699.75		
Varley, Samuel	8th kyu	20 December 2006	8.50	27.00	95.00
Viljoen, Graydon	10th kyu	02 August 2007	6.00	40.00	39.00

Reached 100 %

Reached 80 %

1

14.7. YEARLY TRAINING HOURS

To print a yearly overview of training hours, open the Dojo Administration form, open the Reports menu and select **Yearly Training Hours**.

Select the member type and the last date within the year, you wish to report and click OK. If **PrintPreview** is selected on the Dojo Administration **File** menu you will be able to preview the output before printing starts.

Preview of page 1 of 2 page report.

Previous Page Next Page First Page Last Page Specific Page Expand Print Report Print Selected Find

Kyokushin Karate Canterbury
Yearly Training Summary Report

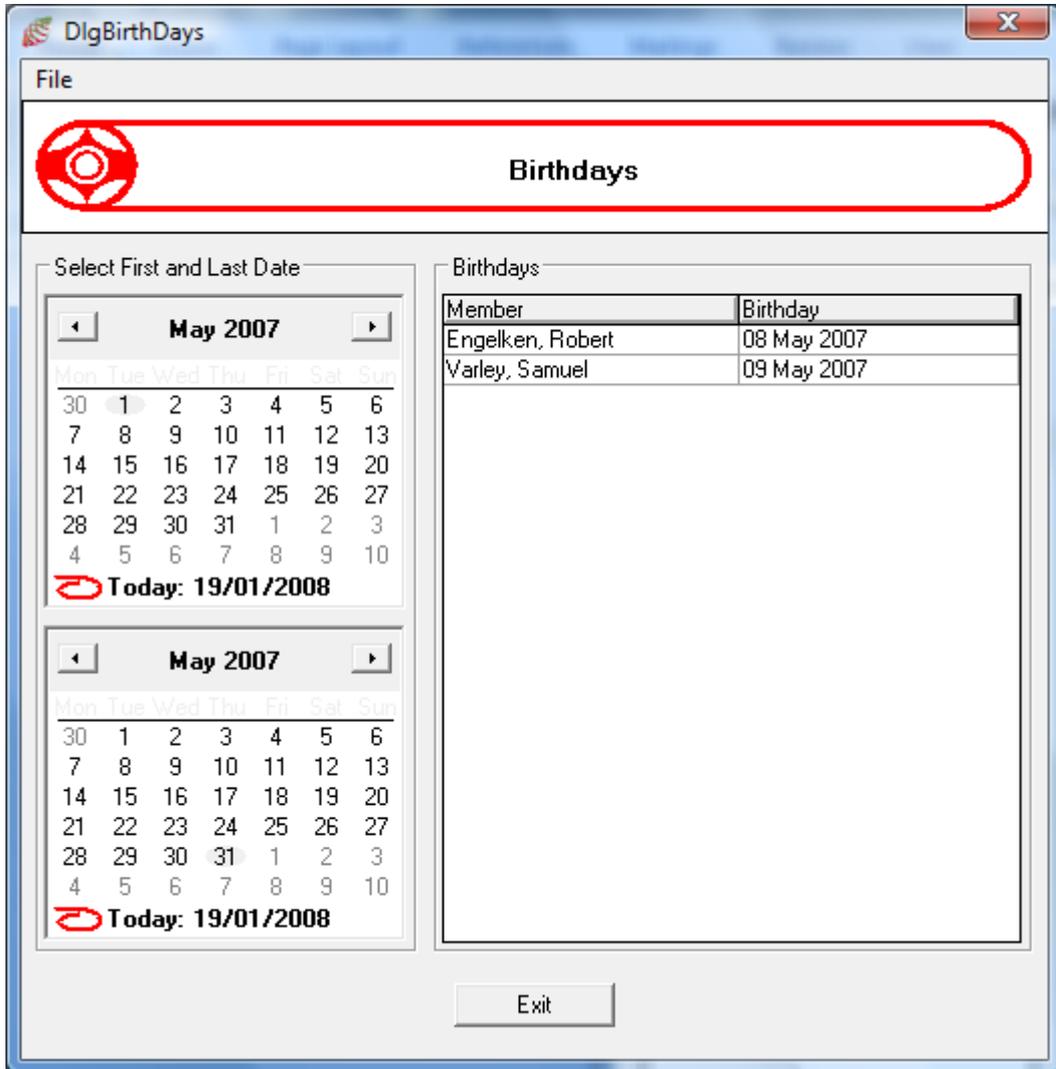
Date : 31 December 2003

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Allenberg, Brayden Scott						7.50	9.00	8.00	15.50	11.00	13.50	5.00	69.50
Allenberg, Shelton Bryan						9.00	12.00	10.00	15.00	9.50	18.00	15.00	88.50
Baas, Karen	4.50	10.50	10.00	21.00	12.50	10.00	3.00	15.50	15.00	3.00	8.00	6.00	119.00
Barnes, Tina Marie					7.50	6.00	23.00	24.00	23.50	33.50	21.00	19.50	158.00
Beckham, Mark	13.00	14.50	13.00	18.00	16.50	19.00	22.00	16.00	16.50	17.50	18.50	17.50	202.00
Beckham, Simon Mark	12.50	7.50	8.50	10.00	6.50	17.00	9.00	14.50	8.50	11.00	9.50	14.50	129.00
Beckham, Tania				5.00	9.00	10.50	16.50	14.50	4.00	5.50	10.50	14.50	90.00
Bird, Stephen	11.50	25.00	23.50	30.00	23.50	17.00	24.00	18.50	15.50	22.50	3.50		214.50
Bruce, Arthur	4.00	9.00	2.00	16.00	2.00		4.00	6.00	4.00	6.00	7.50	9.00	69.50
Chua, Eugene	2.00	8.00	17.00	23.50	12.00	12.00	18.50	16.00	19.00	16.50	16.00	11.00	171.50
Clainos, John	8.00	18.00	22.50	24.00	10.00	8.00	8.00	12.00	17.00	6.00	11.50	2.00	147.00
Delaney, Phillip			4.00	8.00	8.00	5.00	17.00	15.00	13.50	2.00	2.00	6.00	80.50
Engelken, Oksana	11.50	20.00	25.50	31.00	25.00	24.00	31.00	21.00	26.00	30.00	33.00	14.50	292.50
Engelken, Robert	17.00	22.50	29.50	35.50	27.50	23.50	39.00	12.00	31.50	35.00	39.50	23.50	336.00
Farrell, Ian											10.00	16.50	26.50
Galloway, Mark	8.00	13.00	17.00	19.00	16.50	6.00	18.00	11.00	11.50	13.00	19.50		152.50
Iwanaga, Kentaro							5.00		4.50				9.50
Jaques, Steffan	4.50			3.00							1.50	10.00	19.00
Jarquín, Javier	2.00	2.00	2.00	6.00	2.00		9.00	2.00	2.00	2.00			29.00
Kato, Mai						6.00	2.00	3.00					11.00
Kato, Takeshi			10.00	13.00	5.00	10.00	9.00	13.50	3.00	6.50	14.50	6.50	93.00
Kim, Ikkei					4.00	3.00	5.00		4.50				16.50
Liu, Xiao Nan										2.00	4.00	15.00	21.00
Manson, Vicky	8.50	2.00	5.00	9.00	12.50	10.00	4.00	6.00	4.00	6.50	4.50		72.00
Monteath, Dougal	9.00	11.50	20.00	18.50	9.50	12.00	18.50	17.00	20.00	26.00	20.00	7.00	189.00
Morrison, Carlie										2.00			2.00
Nakano, Hiroshi	5.50	9.50	17.00	26.00	13.00		14.50	19.00	14.00	38.50	36.50	9.00	202.50
Norriss, Rachel					6.00	8.00	5.00	3.00	3.00	1.00			26.00
O'Connell, Sean		8.00	11.00	8.00	2.00	9.00	3.00	5.00	3.00				49.00
Paterson, Denton	6.00	8.50	6.00	24.00	14.00	7.50	16.00			4.50	2.00		88.50
Raxworthy, Craig								7.00	13.00	16.00	10.00	6.00	52.00
Snelson, Philippa	11.00	10.00	12.50	27.00	18.50	18.00	29.50	19.00	7.50	20.00	17.00	19.50	209.50
Staples, Jamie						2.00	10.50	13.50	13.00	16.00	14.50	12.50	62.00
Tahana, Ritchie					4.00	4.00	1.00			1.00			10.00
Tatebayashi, Machiko			4.00	4.00	4.00	2.00	7.00	14.00	8.00	7.00	12.00		62.00
Toni, Shuichiro						13.00	4.00	2.00					19.00
Varley, Karl	16.00	7.00	12.50	30.00	17.50	25.00	28.50	25.00	27.50	13.50	18.00	15.50	236.00

1

14.8. BIRTHDAYS

To be able to keep track of social events within the Dojo you can report upcoming birthdays. From the Dojo Administration form, open the Reports menu and select **Birthdays**.



You are now able to select a first and last date for the period you are interested in.

14.9. TRAINING UNATTENDANCE

Just as keeping track of members activities it important to be able to keep track of member's non attendance at training. This enables you to create a list of members which have not attended training for a minimum number of days. This minimum defaults to 61 days.

Specify the Start Date, from which to start searching for inactive members and define the minimum number of inactivity days. Optionally restrict the search by unselecting Junior or Senior members. Click OK to start the report.

Bird, Stephen	Rank 2nd kyu	Last Grading Date 18 September 2004
49a Pamwell Street		Member Since 05 June 2001
Christchurch		Last Training Date 08 February 2005

A report will be printed with inactive members, similar to the sample above .

14.10. FEES AND TRAINING SCHEDULE

To print a sheet with your Dojo training schedule and training fees open the Dojo Administration form, open the Reports menu and select **Fees and Training Schedule**.



Kyokushin Karate Canterbury Training Schedule

Week Day	Time	Class
Monday	16:00 - 16:30	Children's Classes 4-6
	16:30 - 17:30	Children's Classes 7-9
	17:30 - 18:30	Children's Classes 10+
	19:00 - 20:30	Kumite Class
Tuesday	18:00 - 19:00	Kihon Classes
	19:00 - 20:00	Ido Geiko
	20:00 - 21:00	Kata & Kumite
Wednesday	16:00 - 16:30	Children's Classes 4-6
	16:30 - 17:30	Children's Classes 7-9
	17:30 - 18:30	Children's Classes 10+
	19:00 - 21:00	Back Belt Class
Thursday	18:00 - 19:00	Kihon Classes
	19:00 - 20:00	Ido Geiko
	20:00 - 21:00	Self Defence
Friday	18:00 - 19:00	Circuit Class
Saturday	14:00 - 15:30	Open Classes



Kyokushin Karate Canterbury Dojo Fees

Membership Type	Fee	Term
Adult Joining Fee	50.00	
Adult Yearly Training Fee	700.00	1 Year(s)
Junior Joining Fee	0.00	
Junior Term Training Fee	70.00	3 Month(s)
Family Yearly Training Fee	1000.00	1 Year(s)

Ask about our Automatic Payment Term Fees

Output, similar to the example above, will be sent to your printer.

15. PRINTING FORMS

Note: If you have multiple printers and do not want to print on the default printer for your computer, please ensure you have selected the correct printer in **Dojo or Member Administration / File / Printer Setup**, prior to starting the print process.

15.1. MEMBERSHIP FORMS

Membership Forms are used by new members to provide their contact details, provide medical information and sign the disclaimer for liability. Optionally a Questionnaire can be printed on the reverse side of this form. The Questionnaire could help you to find the most effective manner of advertising for your Dojo.

To print Membership Forms open the Dojo Administration form, open the Forms menu item and select **Membership Form**.

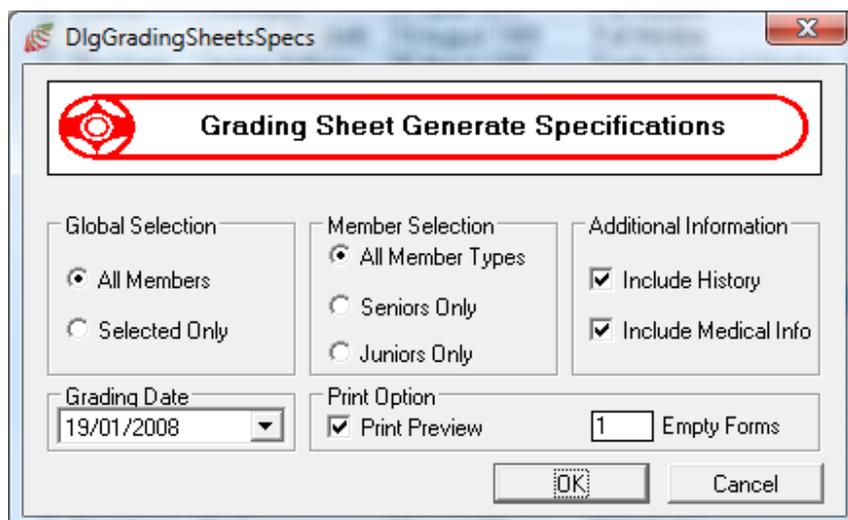
Membership forms provide information about your training fees. You can print 2 fee options side by side. The default is a yearly cash payment. The additional fee option is an alternative payment method, by automatic payments only.

Enter the number of forms you want printed. Select the payment terms you require on your form for both the senior and junior members. The indicated training fees are the current training fees for your Dojo. Indicate whether you want the optional questionnaire printed on the reverse side. Indicate whether your printer supports automatic duplex (2-sided) printing.

Click OK to start printing, or Cancel to abort the operation.

15.2. GRADING FORMS

To print individual Member Grading forms open the Dojo Administration form and select the **Member Info** tab. Select the required members in the Member Info table, right-click on the table and select **Print Grading Sheet**.



Select the **Grading Date**, optionally narrow down the member selection and indicate whether **Grading History** and / or **Medical Information** must be included.

The Grading History and Medical Info will be printed on the back of the Grading Sheet.

Optionally select the number of anonymous grading sheets you wish to print. These sheets do not display member name, rank or member information.

Click OK to start printing the Grading Sheets.

Most inexpensive printers do not have dual side printing capabilities.

Firstly all empty anonymous sheets will be printed. Then the front side of the member grading sheets is printed, after which you will be prompted to turn over the printed member grading sheets and continue printing the information on the back.

15.3. GRADING SIGNUP FORM

A grading signup form can be used for members to indicate their interest in attending the next grading. To print this form open the Dojo Administration form, open the Forms menu and select **Grading Signup Form**.

Select the grading date and the type of grading for which to print the form, and click OK.

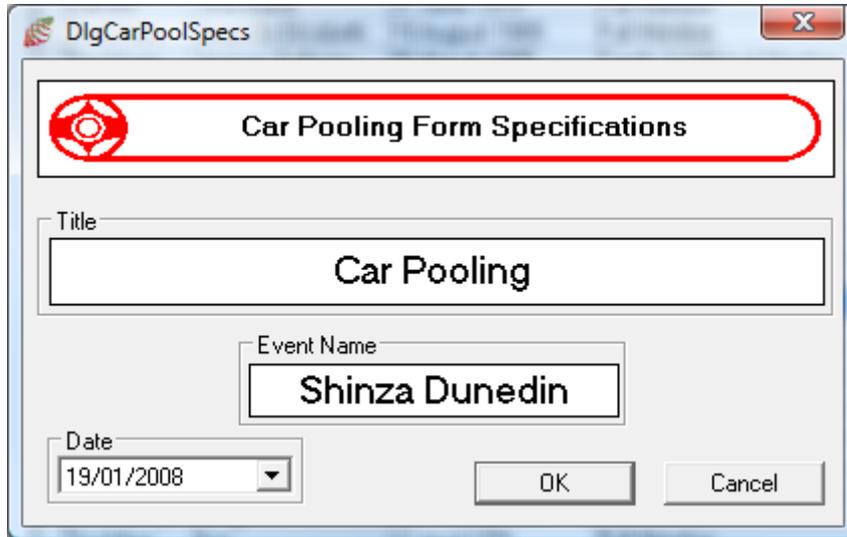
15.4. EVENT SIGNUP FORMS

An event signup form can be used for members to indicate their interest in attending a special event, like a Training Camp, Beach Training, Opening of a new Dojo, etc ...

Enter the name of the event and the date or date range for this event. Click OK to print the form.

15.5. MISCELLANIOUS FORMS

A car pooling form can be used for members to indicate available transport to a special event.



Indicate the title and event name and the event date. Click OK to print the form.

16. USING EMAIL

16.1. EMAIL INDIVIDUAL MEMBER

To send an email to an individual member open the Member Administration form and select the member.

The screenshot shows the 'FrmMemberAdmin' window with the 'Member Administration' title. The 'Personal Details' tab is active, displaying the following information:

- Personal Details:** Surname: Engelken, First Name: Robert, Gender: Male, Address: 23b Rempstone Drive, City: Christchurch, Suburb: Westlake, Date of Birth: 08 May 1951, Country of Birth: The Netherlands, Phone Home: (03) 322-4250, Phone Mobile: (027) 476-2243, E-mail: engelr@clear.net.nz, Fax: (empty), Occupation: Director / Software Engineer, Company / School: Jade Sports Management Ltd.
- Membership Details:** Existing Kyokushin Member: from 21 May 2002, Membership Number: 1, Visitor: from 08 September 2008, Date of Birth on membership card: checked, Joining Date: 21 May 2002, Member Type: Family Head Member, Joining Grade: Ungraded, Previous Dojo: (empty), Family Head or Invoice Member: Engelken, Robert, Payment Interval: 1 Year(s).

Buttons at the bottom include Add, Update, Cancel, Resign, and Clear.

If an email address is available in the member's details double click the email field.

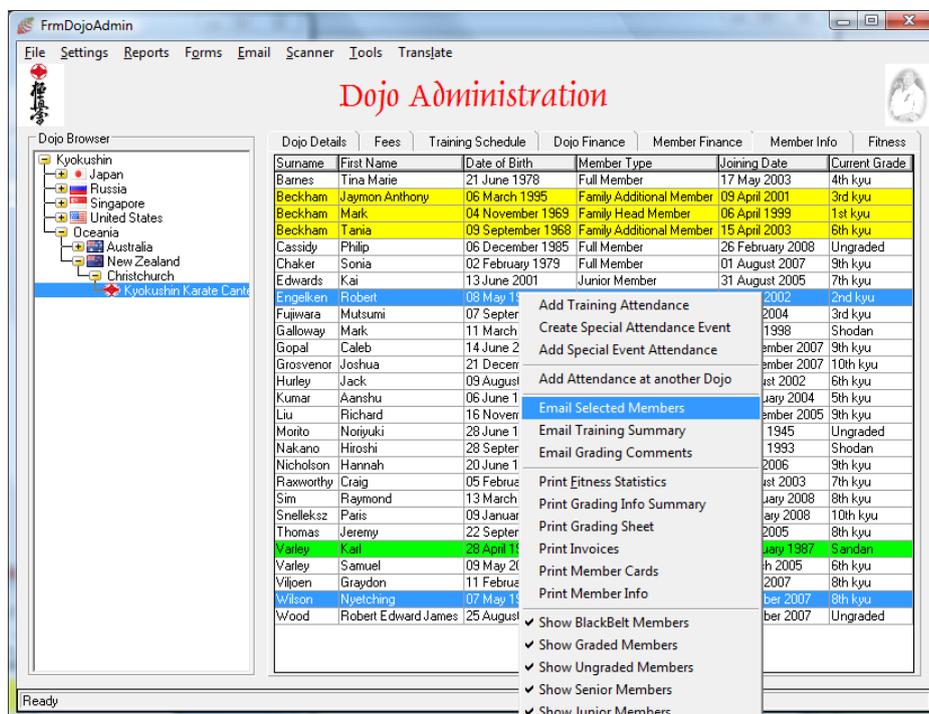
The screenshot shows the 'FrmEmail' window with the following details:

- File Format** menu.
- Send** button.
- To:** engelr@clear.net.nz
- CC:** (empty)
- BCC:** (empty)
- Subject:** Kyokushin:
- Body:** Enter your text here ...

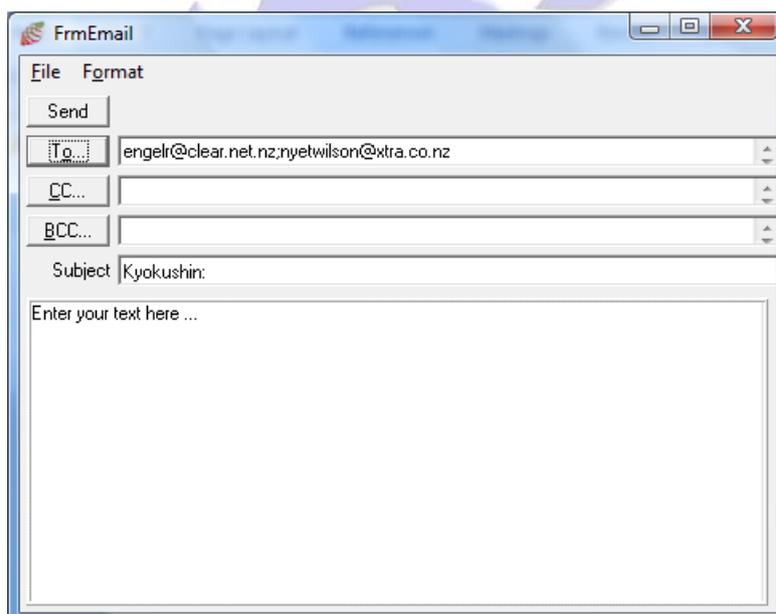
This will open the KMS Email Form, with the email pre-filled. Complete the subject, type your message and click send. Your message will be internally stored and sent as soon as the configured email server is available.

16.2. EMAIL MULTIPLE MEMBERS

To mail multiple members open the Dojo Administration form and select the Member Info tab. In the Member Info table select the required members.



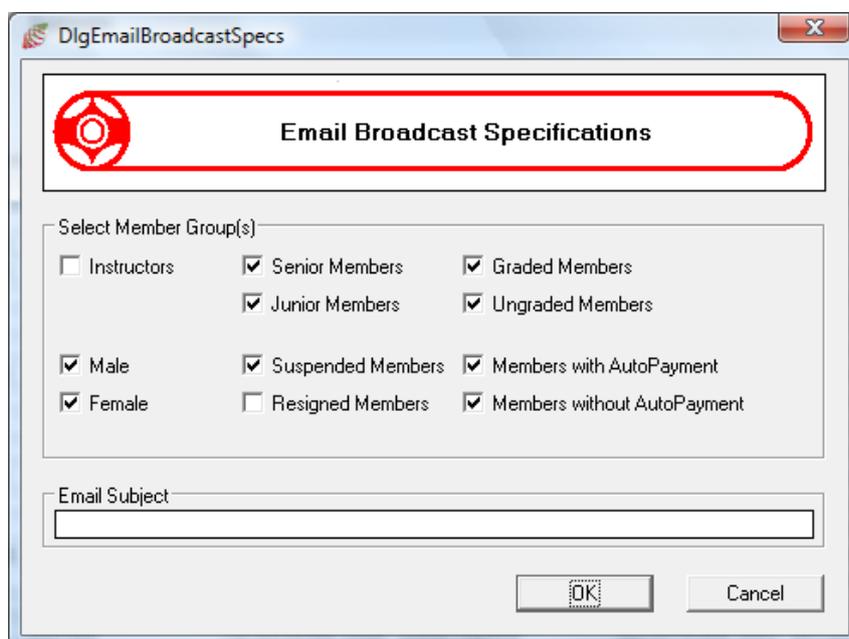
Right click on the Member Info table and select **Email Selected Members**. If none of the selected members have an email registered in their details, an error message will be displayed to as an indication, otherwise the internal email form will be presented with the members pre-selected, but only those members with a registered email address in KMS.



Complete the subject of the email and click send.

16.3. EMAIL BROADCAST

To broadcast a message to all or groups of members, open the Dojo Administration Form, select your Dojo, open the Email menu and select **Email Broadcast**.

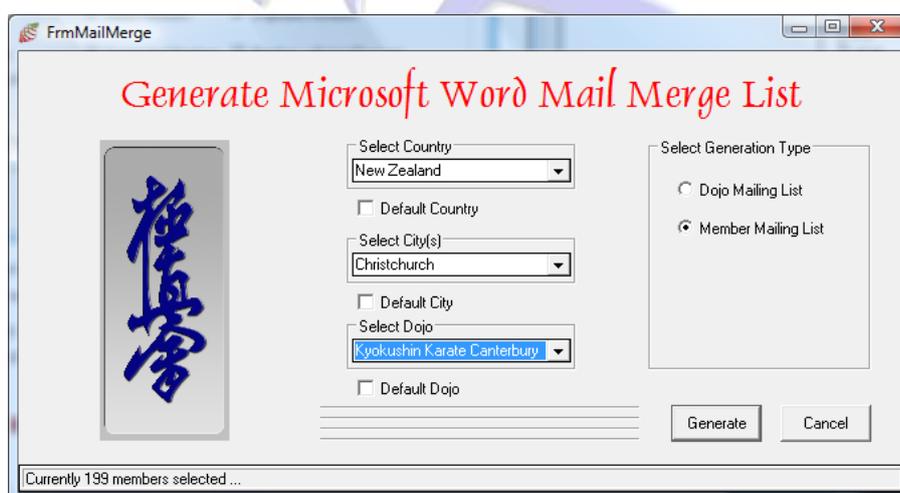


From the dialog select the groups of members you want to send a broadcast message to, provide the Email Subject and click OK.

Note: If Broadcast to Instructors is selected, only members, marked as instructor, will be selected. Any other specified filter criteria will be applied to the instructors only.

16.4. CREATE A MAILMERGE ADDRESS LIST

To create a MailMerge address list, open the Dojo Administration form, open the Email menu and select MailMerge Address List.



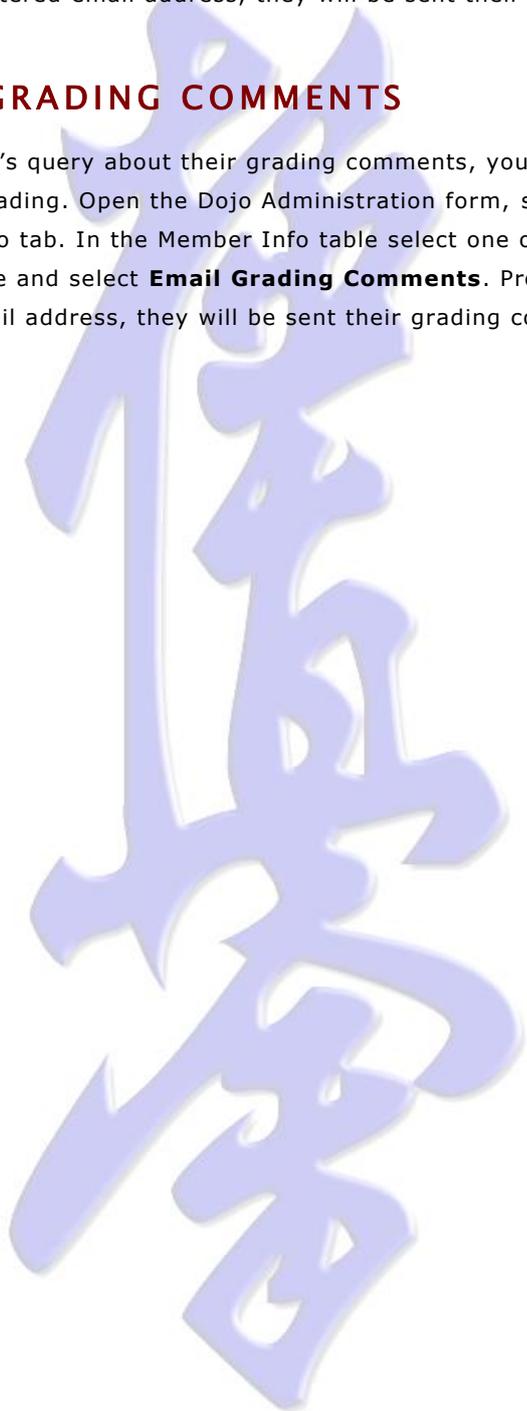
From the dialog specify any geographical restrictions to your selection. Select whether a list is required for Dojo or Member addresses and click **Generate**. You will be prompted for the file name to save the generated list. Provide the file name and click Save or OK (depending on your version of Windows).

16.5. EMAIL TRAINING SUMMARY

To assist in a member's query about their training hours, you can send them the details of their training attendance. Open the Dojo Administration form, select your Dojo and select the Member Info tab. In the Member Info table select one or more members, right-click on the table and select **Email Training Summary**. Provided the members have a registered email address, they will be sent their training summary.

16.6. EMAIL GRADING COMMENTS

To assist in a member's query about their grading comments, you can send them the details of their last grading. Open the Dojo Administration form, select your Dojo and select the Member Info tab. In the Member Info table select one or more members, right-click on the table and select **Email Grading Comments**. Provided the members have a registered email address, they will be sent their grading comments.



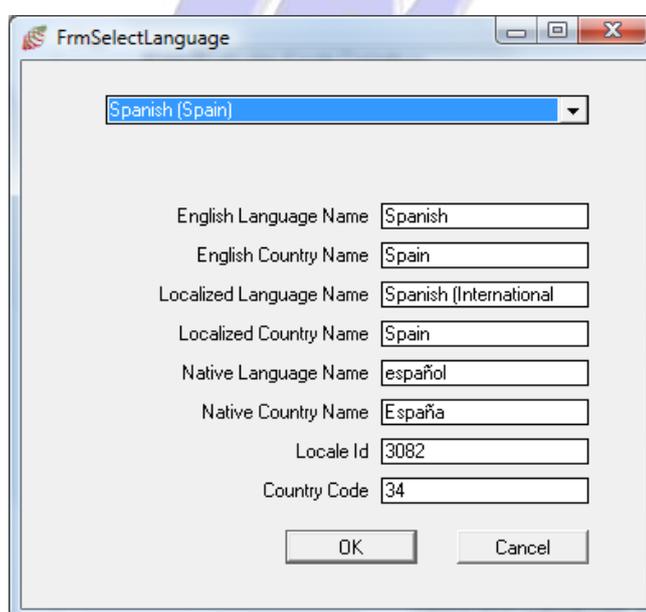
17. USER PREFERENCES

17.1. PRINTER SETTINGS

From the **File** menu on either the Dojo Administration or the Member Administration Form select **Printer Setup** to set your Windows printer preferences. On the same File menu you can select **Print Preview** to preview your prints.

17.2. LANGUAGE SETTINGS

From the **File** menu on either the Dojo Administration or the Member Administration form select **Set Language** to open the language selection dialog.



Select the required display language and click **OK**.

Note: At the time of writing not all forms have been translated. Any string not translated in the selected language will appear in the default system language (English).

Note: Changing the display language does not automatically change the keyboard input language. This has to be done from the Windows Language bar.

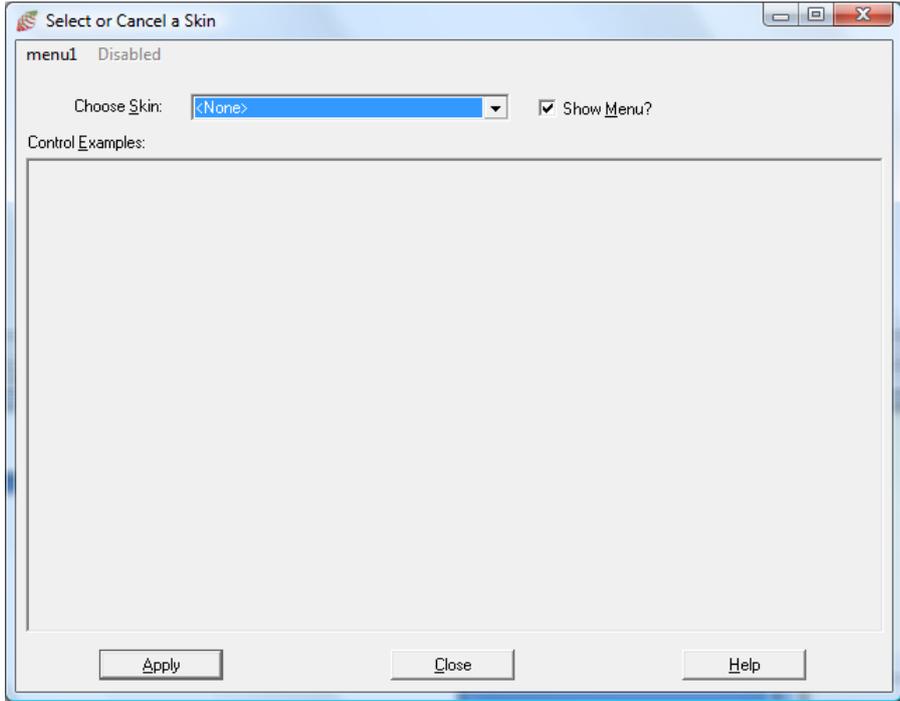
17.3. GENERAL APPEARANCE

Each user can individualize the appearance of the system forms by setting the **Skin**.

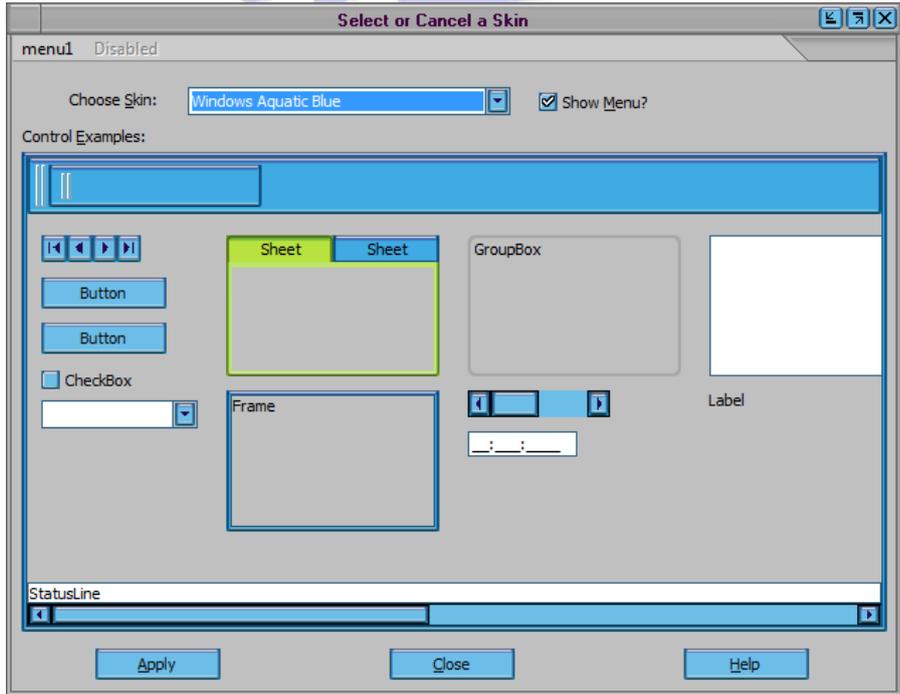
The skin setting can be invoked from several locations.

On the **System Administration**, **Dojo Administration** or **Member Administration** form open the **Settings** menu and select **Change Skin**.

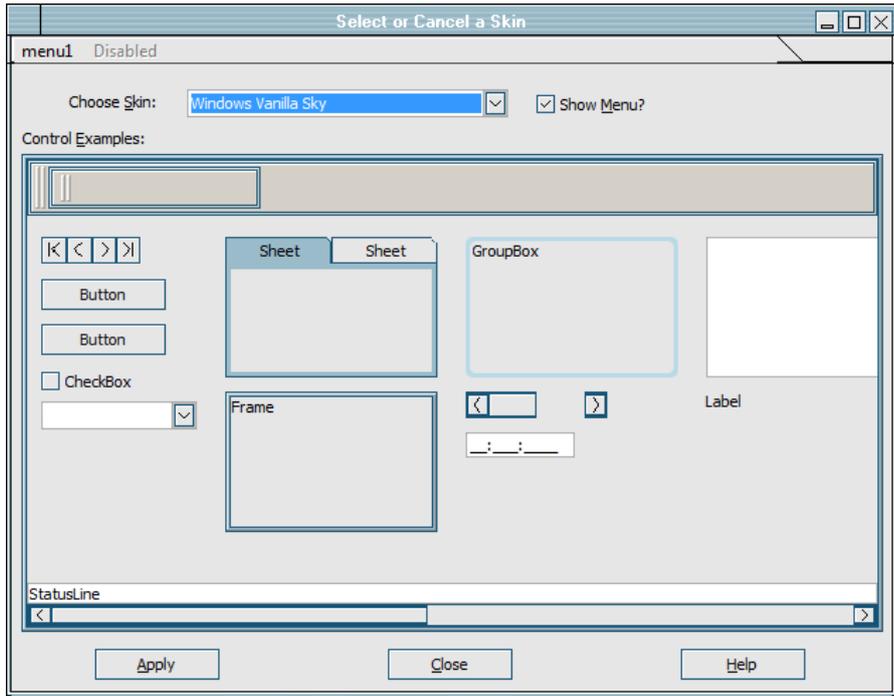
Initially the skin selection form appears blank.



From the **Choose Skin** menu select a skin.



The appearance of the selected skin will be loaded in the preview form. If you do not like the selected appearance, you can choose another one.



When you are satisfied with your choice, click **Apply**. The settings will be saved and the appearance of your current forms will be adjusted.

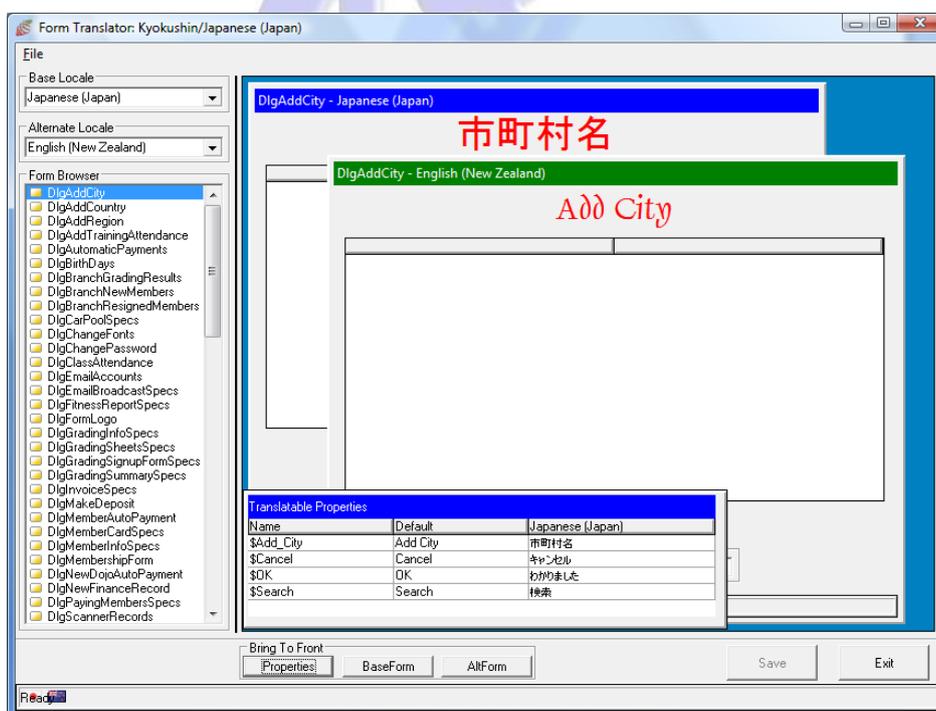
18. TRANSLATION

KMS has been developed in the English language. Several other display languages have been added and initial translations have been done using the BabelFish translation facility (<http://babelfish.altavista.com/tr>). These translations are usually not optimal for use on application forms, but hopefully give a translator good enough information to change these initial translations into useful short descriptions.

Three types of translations exist within KMS. Each has their own purpose and tool to make translation as easy and accurate as possible. If your language is not available yet, please request your language to be added by email to [KMS Support](#).

18.1. FORMS TRANSLATION

To start forms translation, open the Dojo Administration form, open the **Translation** menu item and select **Forms Translation**.



In **Base Locale** select the language you want to translate to. In **Alternate Locale** you can optionally select another language, you may want to use as an example. If you select an Alternate Locale a second preview form will be displayed. You can resize the Forms Translation form and move the preview windows by clicking in the coloured caption bar and drag it to a different location. The preview windows themselves cannot be resized.

If at any stage one of the preview windows or the Properties table is hidden from view you can bring it to the front by clicking on one of the "Bring to front" buttons.

The **Forms Browser** lists all available forms within KMS. Select the form you want to work on and it's current translation will be displayed in the preview window. If no translation exists yet for a caption on the form, it will default to English.

For each form the **Translatable Properties** table will list all translatable items for that form. The table has three columns. The first column lists the internal name of the translatable item. The second column lists the default English value for the translatable item. The third column lists the current value for the selected Base Locale.

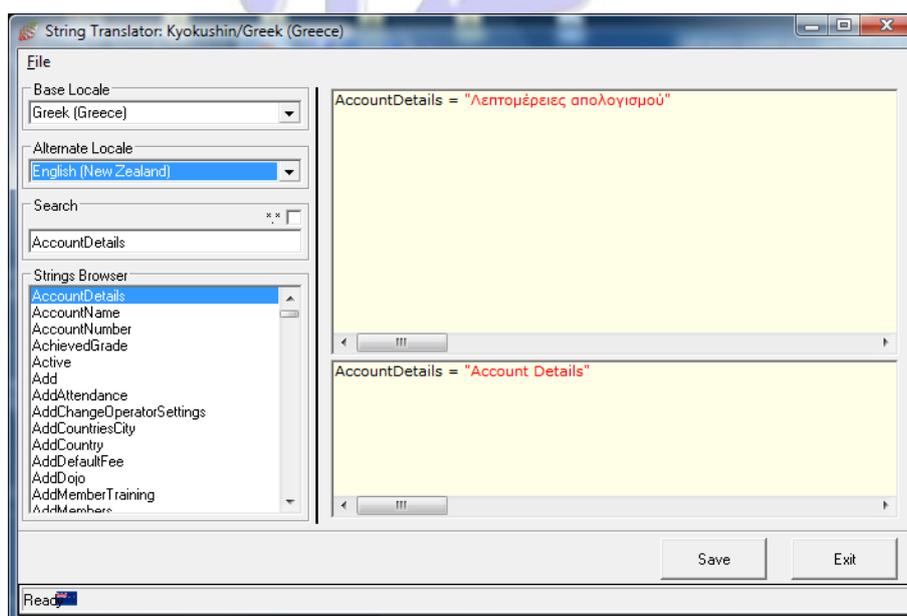
Click on the item's third cell to translate its contents. The cell will change to a TextBox into which you can type the value for your Base Locale. Conclude your item translation with the **<Enter>** key, or select another cell. Your new translation will now be displayed in the preview window, so you are able to review the complete translated contents before saving it.

When you have translated all Translatable Properties click on **Save** to store the results. You can now move on to the next form.

Click **Exit** when you are finished translating forms. If not all forms have been translated you are able to come back to it later and continue.

18.2. STRINGS TRANSLATION

To start strings translation, open the Dojo Administration form, open the **Translation** menu item and select **Strings Translation**.



In **Base Locale** select the language you want to translate to. In **Alternate Locale** you can select another language, you may want to use as an example. If you select an Alternate Locale a second read-only editor window will be displayed.

The **Strings Browser** lists all available Translatable Strings in KMS. Including the ones you may have already seen on the Forms Translator. Internally both the Strings and the Forms use the same mechanism, the difference being that many strings only appear as messages on a message box, on the status line or in reports.

To translate a string select the string you want to translate in the Strings Browser. The current value will be displayed in the top editor window, the actual value displayed in red between double quotes. Change the current value by selecting the red value by positioning the mouse pointer at the start point of your string and drag it to the location where you want to end your selection. Usually this will be the complete read

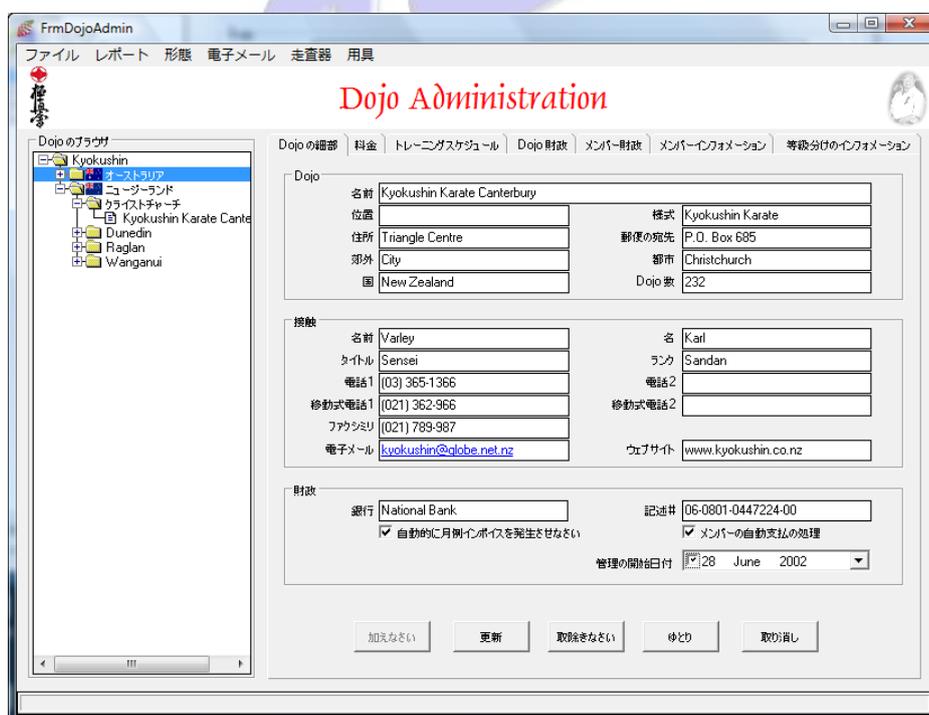
area between the double quotes, but does not need to be. Now start typing your translation. When you are done with this item, click the **Save** button to store your translation.

You can now move on to the next translatable item you want to work on.

Click **Exit** when you are finished translating strings. If not all strings have been translated you are able to come back to it later and continue.

18.3. GEOGRAPHICAL DATA TRANSLATION

Geographical data is available in KMS in many different languages, but will default to English if no translation is available for your selected language. Geographical data can be translated for your current language selecting a geographical unit in the **Dojo Browser**, right-click on the entry and select **Translate Country Name** or **Translate City Name**.



The geographical translation dialog will be displayed with some information about your selected item.

Translate Geo Unit	
English Language Name	English
Native Language Name	English
Localized Language Name	English (New Zealand)
Locale Identifier	5129
Language Identifier	5129

Geo Unit	
Geo Unit Id	2192362
English Name	Christchurch
Native Name	Christchurch
Localized Name	Christchurch

In the yellow localized name TextBox type the name for the selected item in your current language.

The new value will take effect immediately for all users.

Note: Unlike forms captions and application strings, geographical data can only be translated for your current language.

18.4. TRANSLATION OF KMS MANUALS

Please contact us by email to request a source copy of the current documentation. Your help will be very much appreciated. Your translation work can then be made available to other Dojo Operators.

Send your request to the KMS Support and we will contact you as soon as possible.

19. KMS SUPPORT

If you have any queries regarding KMS, please submit an email support request to [KMS Support](#) .

19.1. PROBLEM REPORTS

Queries regarding difficulties or problems in KMS will be attended with the highest urgency. Please provide as much information as possible for us to try and reproduce the problem.

- What was your intended action?
- What was the nature problem of your problem?
- Was the problem reproducible?
- Were there any other circumstantial issues at the time the problem occurred (e.g. Internet connectivity problems or local workstation issues).

19.2. NEW FEATURE SUGGESTIONS

Please direct you request for New Feature Suggestions to the support email address. Queries regarding New Feature Requests will be broadcast to registered KMS users and will be implemented if no reasonable objections are raised.