

Club Management System User Guide

Getting Started

1 INTRODUCTION

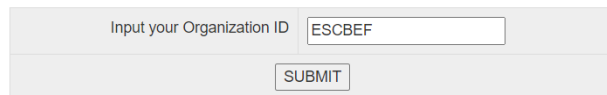
Recollect that when you created your Club Management System database, you received a message that looked like this:-

Welcome to Club Management System !
You are the ADMINISTRATOR of your organization, Sahakaranagar Recreation Club, whose unique Organization ID is **ESCBEF**
In order to access the Main Menu, visit **<https://clubmansys2.appspot.com>**, and input your Organization ID.

Figure 1

You also received your default Administrator password in your email.

Accordingly, visit <https://clubmansys2.appspot.com>, whereupon you will see the following screen:-

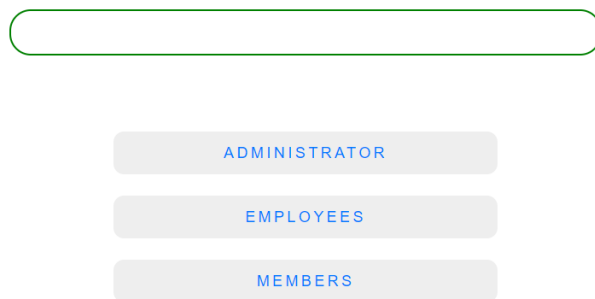


The screenshot shows a light gray rectangular form. At the top, it says "Input your Organization ID" followed by a text input field containing the text "ESCBEF". Below the input field is a button labeled "SUBMIT".

Figure 2

Now input your Organization ID, let us say ESCBEF, and click **SUBMIT**. You will now see the **Main Menu** of *Club Management System*:-

Elevate Your Experience: Join the Movement at Sahakaranagar
Recreation Club



The screenshot shows a light gray rectangular area. At the top, there is a green rounded rectangle. Below it are three buttons stacked vertically, each with a light gray background and blue text: "ADMINISTRATOR", "EMPLOYEES", and "MEMBERS".

Figure 3

You, being the Administrator, should now click **ADMINISTRATOR**, whereupon you will see the following login screen:-

Input your Password	<input type="text"/>
<input type="button" value="SUBMIT"/>	

[Know your password / Change password ?](#)

Figure 4

Now input your password and click **SUBMIT**.

If you do not remember your password, click *Know your password / Change password ?* in the login screen (Figure 4), whereupon you will see the following forms:-

Want to change your password ?

Email ID:	<input type="text"/>
Password:	<input type="text"/>
<input type="button" value="SUBMIT"/>	

Want to know your password ?
(Your current password will be emailed to you)

Input your Email ID:	<input type="text"/>
<input type="button" value="SUBMIT"/>	

Figure 5

In the lower form, input your Email ID and click **SUBMIT**, whereupon you should see your password in your email INBOX, else in your spam folder. If you did not receive your password in your email, repeat the process, whereupon you should definitely see your password in your email.

When you input your password and click **SUBMIT** in the login screen (Figure 4), you will see the following **Admin Main Menu**:-

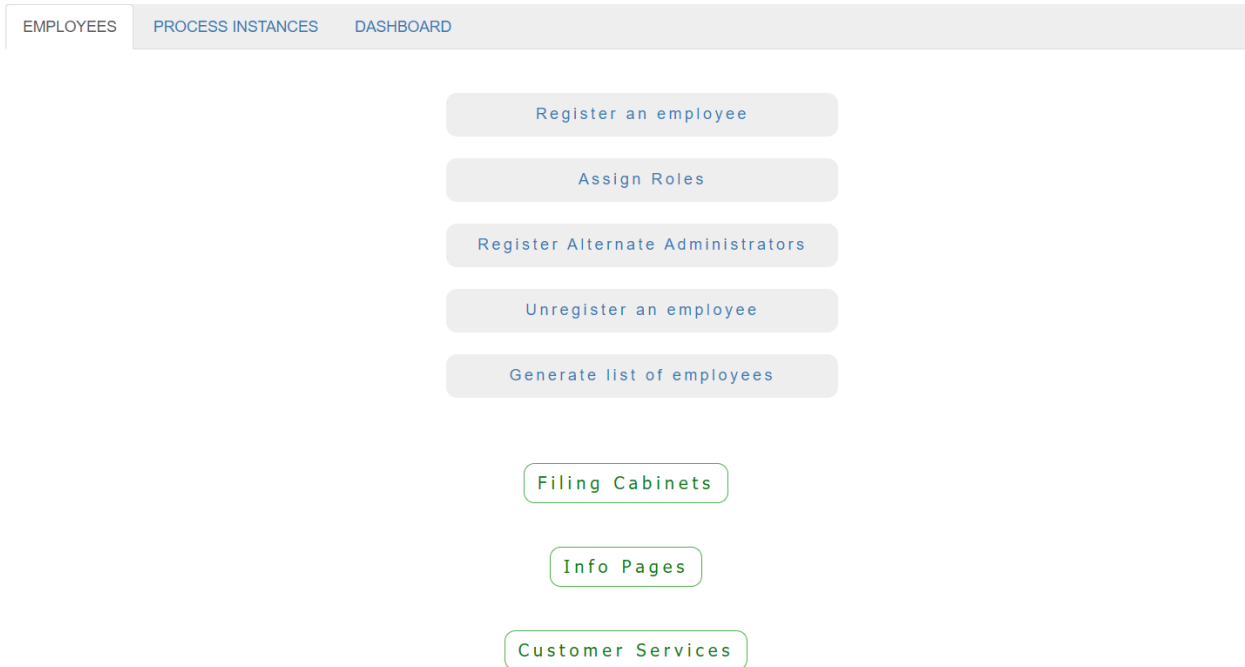


Figure 6

Under the **EMPLOYEES** tab, you can register one or more employees. By selecting **Assign Roles**, an employee can be assigned one or more of the following roles:-

Role	Purpose
EntityManSys	Access <i>Entity Management System</i> application, and create entities of type, Member and Vendor
EntityAccSys	Access <i>Entity Accounting System</i> application, and maintain the accounts of Members and Vendors
WebSaleSetup	Employee can access <i>Web Sale Setup</i> application; define products and their prices for online sale to member
BuyProducts	Employee can access <i>BuyProducts</i> application, and fulfill Purchase Orders placed by members online
SupportStaff	Employee can function as Support Staff in case of support requests received from members via the <i>Helpdesk</i> application
ServiceProvider	Employee provides one or more of the club's services to members; accordingly, can know credit limits of members, and can charge members, i.e., can debit their accounts based on service provided.

You can select **Register Alternate Administrators**, and register one or more of the employees as Alternate Administrators.

And when you click **Generate List of Employees**, you will see the current list of registered employees, as well as know the roles assigned:-

LIST OF EMPLOYEES

Sl. No.	Entity ID	Name	Email
1	ADMIN6	Padmaja Naidu	eflh005@gmail.com
2	ADMIN4	Raghu Dixit	eflh003@gmail.com
3	ADMIN3	Radhika Rao	eflh007@gmail.com
4	ADMIN1	Guru Murthy	eflh006@gmail.com
5	ADMIN2	Narayana Murthy	eflh004@gmail.com
6	ADMIN7	Santosh Hegde	eflh010@gmail.com
7	ADMIN5	Vikram Arora	eflh008@gmail.com

Current assigned roles

Employee	Roles
ADMIN6::Padmaja Naidu	WebSaleSetup, BuyProducts, SupportStaff
ADMIN4::Raghu Dixit	ServiceProvider
ADMIN3::Radhika Rao	ServiceProvider
ADMIN1::Guru Murthy	WebSaleSetup, BuyProducts, SupportStaff
ADMIN2::Narayana Murthy	EntityManSys, EntityAccSys
ADMIN7::Santosh Hegde	--
ADMIN5::Vikram Arora	ServiceProvider

Figure 7

When you click **PROCESS INSTANCES** tab in the Admin Main Menu (Figure 6), you will see the following menu:-

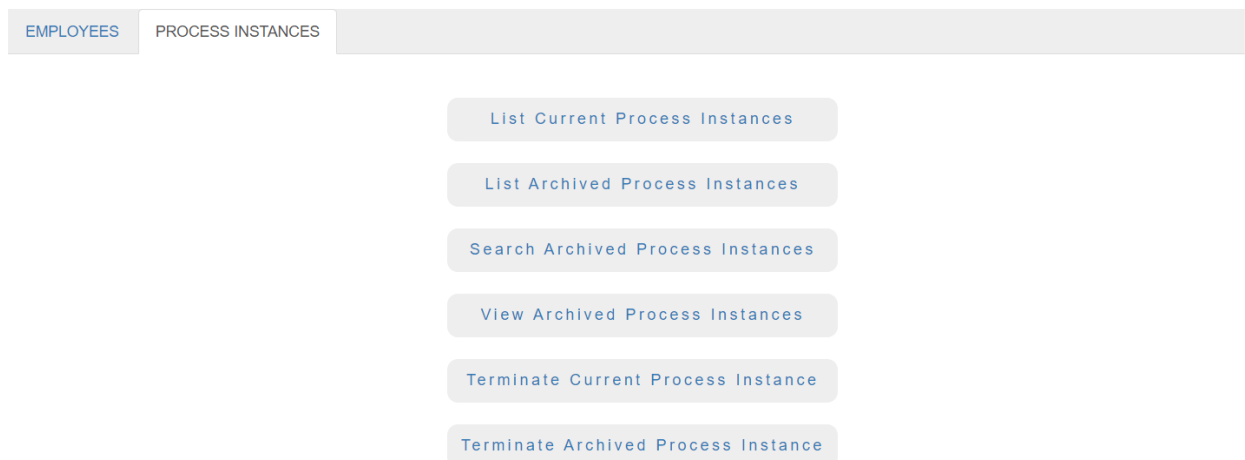


Figure 8

Only you, the Administrator, are authorized to terminate (i.e., completely remove from the database) a current or an archived business process instance.

2 FILING CABINETS

By clicking [Filing Cabinets](#) (Figure 6), Administrator can create one or more *named* electronic filing cabinets. And in each filing cabinet, Administrator can upload and store one or more documents. This feature is most useful in creating a paperless office.

A document stored in a filing cabinet can be deleted by the Administrator. An entire filing cabinet can also be archived by the Administrator.

3 INFO PAGES

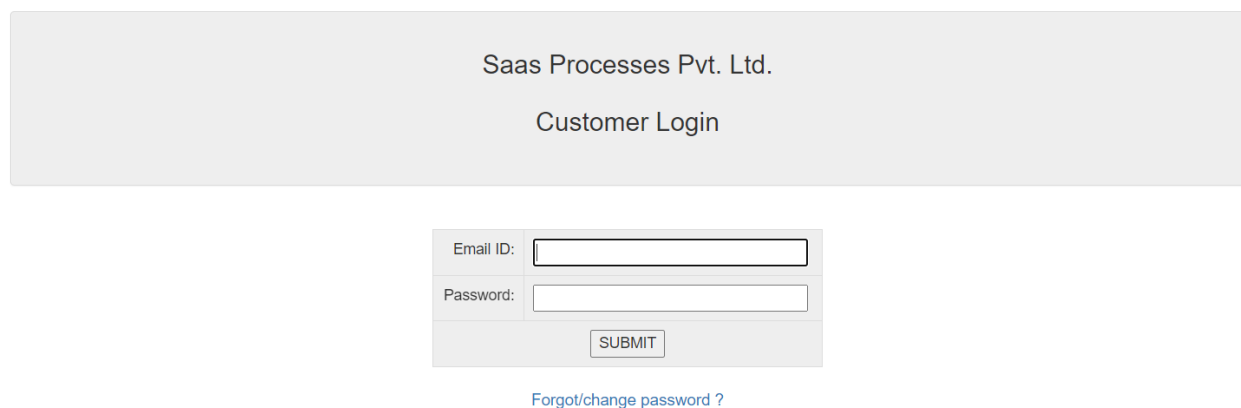
By clicking [Info Pages](#) (Figure 6), Administrator can, using a minimal knowledge of html and css, create one or more *named* Info Pages. These Info Pages will be accessible from within the rounded rectangle above the Main Menu (Figure 3).

An Info Page is editable; it can also be altogether archived by the Administrator.

The collection of Info Pages can also serve as the website (or as a supplement to the website) of your organization / company.

4 CUSTOMER SERVICES

Only the original Administrator can click [Customer Services](#) in the **Admin Main Menu** (Figure 6), and avail the services of SAAS PROCESSES PRIVATE LIMITED. Upon clicking [Customer Services](#), this is the login form he / she would see:-



The screenshot shows a login interface for Saas Processes Pvt. Ltd. At the top, the text "Saas Processes Pvt. Ltd." is centered, followed by "Customer Login" below it. The login form consists of two input fields: "Email ID:" and "Password:". Below these fields is a "SUBMIT" button. At the bottom of the form, there is a link that says "Forgot/change password ?".

Figure 9

Caution: The original Administrator must login using his / her *Customer Services password*, which is different from his Administrator password. In order to retrieve or change his / her Customer Services password, he / she should click [Forgot/change password ?](#) in Figure 9.

Upon logging in, he / she can access the following **Customer Services Menu**:-

HELPDESK

VIEW STATEMENT

MAKE PAYMENT

Figure 10

Click **HELPDESK**, in order to avail our support. We will typically respond within 1 working day.

Click **VIEW STATEMENT**, in order to view your account statement.

Click **MAKE PAYMENT**, in order to make online payment of SaaS charges to SAAS PROCESSES PVT. LTD.