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 64bit 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 <u>KMS Support</u> 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.

玉					
型	Use	r Name		2	
1	Pa	issword		-	
菅		Login	Cancel	The second	1

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 t	be	displayed	as shown	below.
-------	------------	-------	-------------	------	---------	--------	--------	----	-----------	----------	--------

💕 FrmDojoAdmin		x
<u>File</u> <u>Administration</u> <u>News</u> Forms	Email Scanner Preferences Tools	
勁	Dojo Administration	1
Dojo Browser Organization HQ	Dojo Details] Fees Training Schedule Dojo Finance Member Finance Member Info Fitness His	tory
	Location	
	Address Suburb	
	City Postal Address	ון כ
	Web Site Dojo Id	
	Contact C Alternative Contact	
	Link Operator	-
	Surname First Name	<u> </u>
	Title Rank	_
	Phone 1 Phone 2	411
	Mobile 1 Mobile 2	-
	Email	
	Finance	
	Bank Account #	
	Automatically Generate Monthly Invoices Tax # or ID Member Autopayment Handling Administration Starting Date	
	Add Update Remove Clear Cancel	-
Ready		

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

💰 FrmDojoAdmin		×
<u>File</u> Administration <u>News</u> Forms	Email Scanner Preferences Tools	
勁	Dojo Administration	h
Dojo Browser Organization HQ Africa Asia Central America Demark Netherlands Demark Michaelinds Demark	Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Fitness Dojo Name	
	Add Update Remove Clear Cancel	
Ready	1	

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.

	Add Country	
English Name	Localized Name	
Lesotho	Lesotho	
Liberia	Liberia	
Libya	Libya	
Liechtenstein	Liechtenstein	
Lithuania	Lithuania	
Luxembourg	Luxembourg	
Macao	Macao	
Macedonia	Macedonia	
Madagascar	Madagascar	
Malawi	Malawi	
Malaysia	Malaysia	
Maldives	Maldives	_
Mali	Mali	-1
Malta	Malta	
	OK Cancel	
Sea m		

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.

💕 FrmDojoAdmin	
<u>File</u> <u>Administration</u> <u>News</u> Forms	Email Scanner Preferences Tools
勁	Dojo Administration
Dojo Browser Organization HQ Asia Europe Europe Delta Dermark Delta Dermark Dermark Dermark Dermark Dermark Dermark Dermark Derm	Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Filness History Dojo Name
Ready	

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.

	Að	d City	
English Name		Localized Name	
Kuala Kijang		Kuala Kijang	
Kuala Kubu Baharu		Kuala Kubu Baharu	
Kuala Kurau		Kuala Kurau	
Kuala Lalang		Kuala Lalang	
Kuala Lawas		Kuala Lawas	
Kuala Lebey		Kuala Lebey	
Kuala Lipis		Kuala Lipis	
Kuala Lumpur		Kuala Lumpur	
Kuala Medamit		Kuala Medamit	
Kuala Menggalong		Kuala Menggalong	
Kuala Nerang		Kuala Nerang	
Kuala Nyabor		Kuala Nyabor	
Kuala Pahang		Kuala Pahang	
Kuala Pegang		Kuala Pegang	
Kuala Penyu		Kuala Penyu	-
	OK Search k	Cancel	

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.

🔊 FrmDojoAdmin	
<u>File</u> <u>Administration</u> <u>News</u> Forms	Email Scanner Preferences Tools
勁	Dojo Administration
Dojo Browser Organization HQ A Asia Central America Europe Denmark Denmark Denmark Romania Europe Visita Romania Europe Visita Romania Europe Visita Romania Europe Visita Romania Europe Visita Romania Europe Ultraine Ultraine Ultraine Ultraine Ultraine Europe Ultraine Denmark Europe Ultraine Statel Distates Decenia South America	Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Fitness History Dojo Name
Ready	

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.

S DIgAddRegion	×
Add Region	
Region Details	
Region Parent Kyokushin	
Region Name Oceania	
OK	Cancel

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.

💕 FrmDojoAdmin	
<u>File</u> <u>A</u> dministration <u>N</u> ews Form	Email Scanner Preferences Tools
勁	Dojo Administration
Dojo Browser Organization HQ Africa Acia Contral America Contral America Month America Ordenia North America South America	Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Fitness History Dojo Name
	Finance Bank Account # Bank Account # Automatically Generate Monthly Invoices Tax # or ID Member Autopayment Handling Administration Starting Date Add Update Remove Clear

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.

🕼 FrmDojoAdmin		x
File Administration News Forms	Email Scanner Preferences Tools	
勁	Dojo Administration	1
Dojo Browser Organization HQ Hat Africa Hat Asia	Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Fitness Hist Dojo Name	tory
	Location Style	11
- • · · · · · · · · · · · · · · · · · ·	Address Suburb	
- North America	City Postal Address	
	Country New Zealand	
New Zealand	Web Site Dojo Id	
Generation and the second and the s	Contact 🔨 C Alternative Contact	
	Link Operator 📃 🗸 Link Member	-
	Operator Id	- 11
	Surname First Name	
	Title Rank	-
	Phone 1 Phone 2	
	Mobile 1 Mobile 2	
	Email Fax	
	Finance Bank Account # Account # Automatically Generate Monthly Invoices Tax # or ID	
	Member Autopayment Handling Administration Starting Date	
	Add Update Remove Clear Cancel	
Ready		

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.

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\$ 0	Dojo Aoministratio	м
Dojo Browser	Dojo Details Fees Training Schedule Dojo Finan Dojo Name Kyokushin Karate Kuala Lumpur Location Petronas Tower 1 Address 2nd floor Petronas Tower 1 Address 2nd floor Petronas Tower 1 Address 2nd floor Petronas Tower 1 Site Site Country Malaysia Web Site Site Contact Contact Contact Contact Operator Id Surname Surname Morita Title Sensei Phone 1 +60 3 12345678 Mobile 1 +60 27 1234567 Email nrmivad@qmail.com Finance Bank Automatically Generate Monthly Invoices Member Autopayment Handling Admini	Ice Member Finance Member Info Fitness History Style Kyokushin Suburb Postal Address P.O. Box 12345 Dojo Id

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.

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勁	Dojo Adminis	tration	4
Dojo Browser ☐ Organization HQ ☐ Africa ☐ Asia	Dojo Details Fees Training Schedule Currency MYR Curr	Dojo Finance Member Finance ency Symbol RM Fee:	Member Info Fitness History s at Date 21 January 2011
	Name	Interval Interval Type	Fee Start Date
Malausia	Adult Grading Fee	0 Day(s)	40.00 01 January 2011
	Adult Joining Fee	0 Day(s)	40.00 01 January 2011
🛶 😔 Kyokushin Karate Kuala Lu	Adult Monthly Training Fee	1 Month(s)	40.00 01 January 2011
Middle East	Adult Ungraded Monthly Training Fee	1 Month(s)	40.00 01 January 2000
- North America	Adult Ungraded Weekly Training Fee	1 Week(s)	0.00 01 January 2011
Cauth America	Adult Ungraded Yearly Training Fee	1 Year(s)	0.00 01 January 2000
- Souri America	Adult Weekly Training Fee	1 Week(s)	10.00 01 January 2011
	Adult Yearly Training Fee	1 Year(s)	450.00 01 January 2011
	Casual Training Fee	1 Day(s)	10.00 01 January 2011
	Family Additional Member Training Fee	1 Month(s)	0.00 01 January 2011
	Family Joining Fee	0 Day(s)	0.00 01 January 2000 🛛 😑
	Family Monthly Training Fee	1 Month(s)	0.00 01 January 2000
	Family Weekly Training Fee	1 Week(s)	0.00 01 January 2000
	Family Yearly Training Fee	1 Year(s)	0.00 01 January 2000
	Instructor Monthly Training Fee	1 Month(s)	0.00 01 January 2000
	Instructor Weekly Training Fee	1 Week(s)	0.00 01 January 2000
	Instructor Yearly Training Fee	1 Year(s)	0.00 01 January 2000
	Junior Grading Fee	0 Day(s)	20.00 01 January 2011
	Junior Joining Fee	0 Day(s)	20.00 01 January 2011
	Junior Monthly Training Fee	1 Month(s)	20.00 01 January 2011
	Junior Weekly Training Fee	1 Week(s)	5.00 01 January 2011
	Junior Yearly Training Fee	1 Year(s)	225.00 01 January 2011
	Suspended Member Fee	1 Month(s)	0.00 01 January 2000
	Suspension Fee	0Dau(s)	0.00.01.Januarii 2000
Update			
Ready			

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.

🔊 FrmDojoAdmin	
File Administration News Forms	Email Scanner Preferences Tools
勁	Dojo Administration
Dojo Browser Organization HQ & Asia & Central America & Luope & Kuala Lumpur & Kudau Lumpur & Kidalum Karate Kuala Lu & Kidalum Karate Kuala Lu & Kidalum Karate Kuala Lu & Kidalum America	Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Filtness History Weekly Schedule
	Schedule Entry Schedule Entry Name Beginners Image: Schedule Entry Name Beginners Start Time 18:00 WeekDay Monday Image: Advanced Only End Time 19:00 Add Update Remove Settings Image: Settings Image: Settings Image: Settings
	Schedule Interval 30 Update Settings Special Events Date Start Time End Time Description
Ready	

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.

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<u>File</u> Administration <u>N</u> ews Forms	Email Scanner Preferences Tools
勁	Dojo Administration
Dojo Browser	Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Fitness History
Africa Africa Central America Central America Bordenamerica Constraint Kraste Kuala Lu Midgetia Midgetia Midgetia Midgetia Midgetia Midgetia Midgetia South America South America	Monday Tuesday Wednesday Thursday Friday Saturday 18:00 - 18:30 Beginners 18:30 - 19:00 Beginners 19:00 19:00 19:00 10:00
	Schedule Entry Name (Beginners Vekbay Monday Vekbay Monday Advanced Only End Time 13:00 Add Update Remove Vebginners Only
	Settings Schedule Interval 30 Update Settings
	Special Events Date Start Time End Time Description
Ready	

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**.

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劲	Dojo Ad	ministratic	ท			
Dojo Browser	Dojo Details Fees Trainin ⊤Weekly Schedule	g Schedule 🗎 Dojo Finan	ce Member F	inance Membe	r Info │ Fitn	ess Histor
- Asia	Monday	Tuesday Wednesday	Thursday	Friday	Saturday	Sunday
- Central America	14:00 - 14:30				General	
- Europe	14:30 - 15:00				General	
Halaysia	15:00 - 15:30				General	
Kuokushin Karate Kuala Lu	17:30 - 18:00	Children	Children			
Hiddle East	18:00 - 18:30 Beginners	Children Fitness	Children	Circuit Fitness		
- North America	18:30 - 19:00 Beginners	Fitness		Circuit Fitness		
- 🛥 Oceania	19:00 - 19:30	Adults Advanced	Adults	Circuit Fitness		
└── South America	19:30 - 20:00 Kumite	Adults Advanced	Adults			
	20:00 - 20:30 Kumite	Adults Advanced	Adults			
	20:30 - 21:00 Kumite	Adults Advanced	Adults			
	Schedule Entry Schedule Entry N Start Time 14:00 End Time 15:30	lame [General WeekDay [Satur Add Update	day ▼ Remove] 🔽 Seniors] 🗌 Advanc] 🗌 Beginne	I Jui ed Only rs Only	niors
	Settings		Schedule Inte	rval 30	Updat	e Settings
	Date Start	Time E	ind Time	Desc	ription	

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**.

S DIgFormLogo	Set Dojo Form Logo	
	Kyokushin Karate Kuala Lumpu 2nd floor Petronas Tower 1 suite	r ₃
	Load from File	OK Cancel

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.

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<u>File Admin News Email Other Dojo Preferences Tools</u>						
勁	Sh Member Administration					
Dojo Browser Central America Central America Middle East Notrh America Docernia New Zealand Christchurch South America Select Member Central America Member Christchurch Select Member	Personal Details Training Grading Personal Details Surname	S Gallery Finar Female Member Type Family Head or I Judge	nce Medical Fitness Q First Name Suburb Date of Birth 21 Jr Country of Birth New Phone Work Occupation Company / School Company / School Company / School Joini Membership Membership Joini Invoice Member Pay	Auuary 2011 Zealand e of Birth on membership card ng Grade		
	Add Up	date Ca	ncel Resign			

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.

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勁	Member Administ	ration 🔬
Dojo Browser	Personal Details Training Gradings Gallery Fi	nance Medical Fitness Questionnaire History Events
Central America Europe	Surname Morito	First Name Noriyuki
Malaysia	Male C Female	
- North America	Address 1234 5th Avenue	Suburb
Australia E	City Christchurch	Date of Birth 28 June 1932
Christchurch	Phone Home	Country of Birth USA
Kyokushin Ka Bapua New Guir	Phone Mobile	Phone Work
🕞 South America 🗸	E-mail mrmiyagi@gmail.com	Occupation
Select Member	Fax	Company / School
-	Membership Details	
	Existing Kyokushin Member from 21 January 201	1 Membership Number
	□ Visitor □ Student	☑ Date of Birth on membership card
Right Contraction	Joining Date Member Type	Joining Grade
	21 January 2011	
TA NA	Previous Dojo Family Head o	v Invoice Member Payment Interval ▼ 1 Year(s) ▼
197	Instructor	Referee
9 <u>7</u>	☐ from 21 January 2011 ☐ from	from
	Add Update	Cancel Resign Clear
-		

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.

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勁	Member Administration	Å
Dojo Browser	Personal Details Training Gradings Gallery Finance Medical Fitness Questionnaire Has member experienced any of the specified medical conditions Diabetes High Blood Pressure Joint, Limb or Spine Problem Major Medical Issue Mental or Nervous Disorder Seizures Serious Injury Stroke	History Events
Select Member Monto, Notiyuki 了 育 資 理	Other Description	*
	Save Cancel	
Ready		

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.

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<u>File Admin News Email Other D</u>	lojo <u>P</u> references <u>T</u> ools		
勁	Member A	dministration	Å
Dojo Browser Central America Central America Central America Central America Central America Central America Central America Central America Central America Central America Select Member Monto, Noriyuki Select Member Monto, Noriyuki T Select Member Monto, Noriyuki Central America Central Amer	rssonal Details Training Grading Where did you hear about us Word of Mouth from Brochure or Poster Street Si Why start Karate Mental / Physical Challenge Jur Dojo Life Style Fitness Challenge Motivation Stress Relief Fits with Schedule Helps other sports General Other sports Dojo expectations Feedback	s Gallery Finance Medical Filme	s Questionnaie History Events Ahite Pages Mail Drop elevision Security, Confidence, Protection Social Potential Cub Social Potential Location Facilities / Equipment Histructors expertise Affordable rates
Ready			
Ineauy			

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

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.

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Sile Admin News Email Oth	Member Administration	Å
Dojo Browser Charle Asia Europe Middle East Middle East Charles Australia Charles Australia Charles Australia Charles Australia Charles Australia Charles Australia Charles Australia Charles Australia Charles Australia Charles Australia Select Member Monto, Noripuki	Personal Details Training Gradings Gallery Finance Medical Fitness Questio	nnaire History Events
<u> </u>	Default Picture New Prev Next	Remove
Ready		

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.

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<u>File Admin News Email Other Dojo Preferences Iools</u>	
😼 Member Administration	Å
Doja Browser Personal Details Training Gradings Gallery Finance Medical Fitness Questionnaire History Ex Middle East Membership Suspension Temporarily Suspended Since January 2011 Membership Suspension Temporarily Suspended Since January 2011 Select Member Monto, Nonyukit Save Cancel Save Cancel 	vents
Ready	

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.

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~				<i>J</i> 0 110 <i>m</i>	1111001010101	L		- 52
D -	in December -			~	~	~	× ×	
00	IO BIOWSEI		Dojo Details	Fees Training So	chedule Dojo Finance	Member Finance	Member Info Fitnes	s History
닌	Urganization HU		Surname	First Name	Date of Birth	Member Type	Joining Date	Current 6 🔺
	🛨 Anica (🕂 Asia		Killey	Lucinda	24 February 2000	Junior Member	07 November 2007	Ungrade
L	Central America		Kim	Ikkei	04 July 1987	Full Member	27 May 2003	Shodan
H	📧 Europe		Kimura	Yukinobu	22 January 1975	Full Member	17 March 2010	5th kyu
\vdash	🛨 📟 Malaysia		Kirillov	Kirill	13 April 1998	Junior Member	08 August 2004	9th kyu
F	Middle East		Kitai	Emiko	18 March 1976	Full Member	15 June 2009	9th kyu
Ľ	North America		Kumar	Aanshu	06 June 1996	Junior Member	02 February 2004	5th kyu
Г	😑 Uceania La 🔤 Australia		Kumar	Anil	26 September 1970	Full Member	20 February 2004	Ungrade
		d I	Ladbrook	Nessy	17 October 1990	Full Member	20 October 2004	Ungrade
	L Christchurch		Le Pine	Sarah	14 February 1981	Full Member	28 May 2002	10th kyu
	🚽 🛞 Kyokushi	n Karate Cante	Lee	Martin	11 January 1984	Full Member	27 August 2003	10th kyu
	🖵 🖅 🌇 Papua New	Guinea	Lee	Nicole	28 August 1991	Full Member	28 May 2002	Ungrade
-	🛨 South America		Lilly	Amy	21 January 1993	Full Member	17 September 2001	6th kyu
			Lilly	Jessica	11 February 1992	Full Member	21 November 2001	10th kyu
			Lin	Caleb	19 December 1997	Junior Member	26 March 2008	Ungrade
			Liu	Richard	16 November 2000	Junior Member	23 November 2005	9th kyu _
			Liu	Xiao Nan	20 February 1985	Full Member	02 December 2003	10th kyu
			Louth	Edward	15 June 1978	Full Member	18 February 2003	Ungrade
			Lumsden	Vicky	23 June 1972	Full Member	17 May 2003	Ungrade
			MacEwan	Leif	12 February 1981	Full Member	03 February 2004	10th kyu
			Mahuta	Aimee	16 January 1986	Full Member	30 May 2002	6th kyu
			Manson	Vicky	12 February 1983	Full Member	15 May 2002	8th kyu
			McCall	Mac	23 January 2001	Junior Member	01 October 2008	7th kyu
			McCormick	Thomas Moura	04 March 1998	Junior Member	24 November 2003	Ungrade
			McGregor	Courtney	30 January 1994	Full Member	01 March 2001	8th kyu
			Mesgar	Arvin	20 September 2004	Junior Member	16 November 2009	8th kyu
			Miyagi	Yoshi	27 June 1984	Full Member	30 October 2010	Ungrade
			Monteath	Dougal	19 May 1970	Full Member	26 March 2002	7th kyu
			Morell	Joe	23 August 1990	Full Member	20 November 2002	10th kyu
			Morgan	Aaron	10 November 1976	Casual Member	26 April 2002	9th kuu
			•					•

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.

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SD	Member Ad	ministration	X X X	A
Cop Browser Central America Ecrital America Corana Middle East Notth America Cocana Media East Cocana Media East Media East Med	Personal Details Training Gradings Add Attendance January 2011 January 201 January 201	Gallery Finance Medical Film Attendance History Date Start Time 19 January 2011 18:30	ess Questionnaire History	
Ready		Recalculate Training Hours Tr Show Since Last Grading Only	aining hours since last grading Training hours total	1.50

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.

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助	I	Dojo Admi	inistratio	ท		6	A STOR
Dojo Browser	Dojo Details	Fees Training Sch	nedule 📄 Dojo Finar	nce Member Finance	Member Info Fi	tness His	stor
Urganization HQ	Surname	First Name	Date of Birth	Member Type	Joining Date	Current Gra	с л
Arrica Asia	Barnes	Tina Marie	21 June 1978	Full Member	17 May 2003	4th kyu	1
Asid Central America	Behan	Tim	10 February 1984	Full Member	25 October 2010	9th kyu	-
	Chaker	Sonia	02 February 1979	Full Member	01 August 2007	6th kyu	
— 🛥 📟 Malaysia	Colbert	Cameron	04 December 1985	Full Member	03 February 2010	10th kyu	-
— 🛥 Middle East	Cox	Susie	17 August 1982	Full Member	03 February 2010	9th kyu	
- North America	Edwards	Kai	13 June 2001	Junior Member	31 August 2005	4th kyu	-
Uceania	Figg	Alexander	30 March 1993	Full Member	06 November 2010	5th kyu	
Ausualia	Fleming	Hamish	07 March 1983	Full Member	03 February 2010	9th kyu	-
	Galloway	Mark	11 March 1968	Full Member	11 April 1998	Shodan	-
😽 Kyokushin Karate Cante	Gopal	Caleb	14 June 2000	Junior Member	10 December 2007	4th kyu	-
🛏 🖬 Papua New Guinea	Grosvenor	Joshua	21 December 2001	Junior Member	07 November 2007	5th kyu	-
🛏 📧 South America	Kato	Takeshi	20 July 1960	Full Member	05 March 2003	Shodan	-
	Kitai	Emiko	18 March 1976	Full Member	15 June 2009	9th kyu	1
	McCall	Мас	23 January 2001	Junior Member	01 October 2008	7th kyu	
	Mesgar	Arvin	20 September 2004	Junior Member	16 November 2009	8th kyu	
	Miyagi	Yoshi	27 June 1984	Full Member	30 October 2010	Ungraded	-
	Morito	Noriyuki	28 June 1932	Full Member	21 January 2011	Ungraded	
	Morris	Alex	13 August 1985	Full Member	14 July 2010	10th kyu	-
	Nakano	Hiroshi	28 September 1958	Full Member	21 June 1993	Shodan	-
	Nieuwenhuize	André	19 April 1971	Full Member	19 April 2010	6th kyu	-
	O'Brien	Shannon	04 March 1991	Full Member	03 November 2004	7th kyu	
	Raxworthy	Craig	05 February 1977	Family Head Member	07 August 2003	6th kyu	
	Raxworthy	Kade	25 October 1998	Family Additional Member	25 February 2009	9th kyu	
	Schurr	Zachary	16 July 2002	Junior Member	03 November 2010	10th kyu	-
	Snelleksz	Paris	09 January 2002	Junior Member	28 January 2008	5th kyu	
	Suckling	Bas	27 April 1991	Full Member	11 November 2004	4th kyu	-U
	Varley	Karl	28 April 1972	Full Member	01 February 1987	Sandan	
	Varley	Samuel	09 May 2000	Junior Member	01 March 2005	3rd kyu	1
	Wood	Robert Edward James	25 Aunust 1965	Full Member	10 October 2007	6th kuu	
	•					•	

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.

¢					Ad	d Me	mber Training
•	-	Janu	ary 2	2008		·	18:00 - 19:00 Fitness
<u>Mon</u> 31	1 ue	2	1 hu	- E E E	5 at	<u>- Sun</u>	Advanced
7	8	- 9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
0	То	lay: 2	2/01	/200	8		

If the training record date is not on today's date, select the correct date and doubleclick 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.

File Administration News Forms Email Scanner Preferences Tools Digo Browser Organization HQ	💰 FrmDojoAdmin	-		
Solution Disponse Organization HQ Organizat	<u>File</u> <u>Administration</u> <u>News</u> Forms	<u>Email</u> <u>Scanner</u> Preferences	Tools	
Dojo Browser Ojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Fitness History Image: Control America Fitness Tests Image: Control America Image: Control Ame	勁	Dojo Adw	iinistration	Å
	Dojo Browser Crganization HQ A Asia Europe Mitria North America Dojo Browser Central America Europe Mitria Mitria Control America Control America Control America Control America Control America South America	Dojo Details Fees Training S Fitness Test Available Tests Dojo Runs Leg Raises Push-Ups Wall Sit Fitness Test Results	chedule Dojo Finance Member Finance	Member Info Fitness History Members Barnes, Tina Marie Chaker, Sonia Edwards, Kai Galloway, Mark Gopal, Caleb Nakano, Hiroshi Rawwothy, Craig Suckling, Bas Varley, Kal Varley, Samuel Varley, Samuel

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.

FrmFitnessDataEntry			_ D X
Fitness Tests Dojo Runs Leg Raises Push-Ups Wall Sit	Date 12/02/2008 Count 59 Add Update V Juniors V Seniors Fitness Test Description	Members Barnes, Tina Marie Beckham, Mark Beckham, Tania Chaker, Sonia Dixon, Jay Edwards, Kai Engelken, Robert Fenton, Damon Fenton, Katana Fujiwara, Mutsumi Galloway, Mark Gopal, Caleb Grace, Ana Grosvenor, Joshua Killey, Lucinda Kumar, Aanshu Liu, Richard Nakano, Hianshi Nicholson, Hannah Raxworthy, Craig Suckling, Bas	

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.

💰 FrmDojoAdmin	
<u>File Settings Reports Forms Email</u>	Scanner Tools Translate
◆種學	Dojo Administration 🔗
Dojo Browser	Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Fitness
Kyokushin Japan Bussia Singapore Oceania Decenia Mustralia Christohurch Kyokushin Karate Cante	Filmess Test Results Department Percent Results Print Staginst the wall, lower legs horizontal. Members Filmess Test Results Remove Update Filmess Test Results
Ready	

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.

Dojo Browser Corganization HQ Africa Asia Central America Middle East Middle East North America Ceania Central America Asia Central America Central America	me Adult's Grading ne 18:00 E	September 2010 and Time 21:00
Australia New Zealand Christchurch Avyokushin Karate Cante South America	September 2 1 1 2 7 8 9 14 15 16 21 22 23 28 29 30 5 6 7 Today: 21/01.	2010 → Fn Set Sun 3 4 5 10 11 12 17 18 19 24 25 26 1 2 3 8 9 10 /2011 Cancel

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**.

Dojo Browser Dojo Administration Ogo Browser Ogo Details Fees Training Schedule Dojo Finance Member Finance Member Info Finas Histo Organization HQ Artica Weekly Schedule Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Finas Histo Weekly Schedule Weekly Schedule Use Schedule Open Classes Open Classes Open Classes Info Info Open Classes Info Info Info Info Info Open Classes Info	FrmDojoAdmin	Frank Conner Deferment T	-la	And the second		• ×
Dojo Browser Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Fitness Histo Weekly Schedule Weekly Schedule Weekly Schedule Upon Details Fees Training Schedule Upon Details Schedule Upon Details Fitness Histo Weekly Schedule Weekly Schedule Upon Details Training Schedule Upon Details Open Classes Upon Details Schedule Upon Details Fitness Histo Weekly Schedule Weekly Schedule Upon Details Trainsdop Open Classes Upon Details Training Schedule Dojo Training Schedule Training Schedule Classes Member Info Member Info Training Schedule Tr	wews Forms	Dojo Adm	nistration			1
Anica Minday Tuesday Wednesday Thursday Friday Saturday Sunday A Sia Central America Dipen Classes Dipen Classes Dipen Classes Dipen Classes A Middle East Monday Tuesday Wednesday Thursday Friday Saturday Sunday A Middle East Monday Tuesday Wednesday Dipen Classes Dipen Classe	Dojo Browser	Dojo Details Fees Training Sch	edule Dojo Finance Mer	mber Finance Member I	nfo Fitness	History
Image: Second	Anica	Monday Tu	sdau Wednesdau	Thursday Friday	Saturday	Sundaul
Europe Europe	- Rona America	14:00 - 14:30	in canocady	rnady rnady	Open Classes	o unday i
Malaysia Month America Model East North America December 2009 December 2009	- Europe	14:30 - 15:00			Open Classes	
Image: Model E ast Image: Advanced Class Children's Classes Advanced Class Children's Classes Kumite Class Circuit Class Image: Children's Classes Advanced Class Children's Classes Kumite Class Circuit Class Image: Classes Advanced Class Children's Classes Kumite Class Circuit Class Image: Children's Classes Advanced Class Children's Classes Kumite Class Circuit Class Image: Classes Advanced Class Children's Classes Kumite Class Circuit Class Image: Children's Classes Advanced Class Children's Classes Kumite Class Circuit Class Image: Classes Kumite Class Circuit Class Image: Children's Classes Advanced Class Children's Classes Kumite Class Circuit Class Image: Classes Kumite Class Circuit Class Image: Children's Classes Advanced Class Children's Classes Kumite Class Circuit Class Image: Classes Kumite Class Circuit Class Image: Children's Classes Advanced Class Children's Classes Kumite Class Circuit Class Image: Classes Kumite Class Kumite Class Classes Kumite Class Classes Kumite Class Classes Kumite Class Classes Kumite Class Kumite Class Classes Kumite Class Kumite Class Classes Kumite Class Kumite Class Kumite Class Kumite Class Kumite Class Kumite Class Ku	🕂 🐨 🚟 Malaysia	15:00 - 15:30			Open Classes	
Protect	Hadle East	17:30 - 18:00 Children's Classes Ad	vanced Class Children's Classe:	s		
Image: Source State Sta	North America	18:00 - 18:30 Children's Classes Ad	vanced Class Children's Classe:	s Kumite Class Circuit Class	8	
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End Time Add Update Remove Beginners Only Settings Schedule Interval 30 Update Settings Special Events Date Start Time End Time Description 15 September 2010 18:00:00 21:00:00 Adult's Grading September 2010 03 July 2010 14:00:00 17:00:00 Kyu Grading July 2010 120 December 2009 10:00:00 12:00:00 Kyu Grading December 2003 13 December 2009 10:00:00 12:00:00 Kyu Grading December 2003 19 December 2009 00:00:00 15:00:00 Kuro Dbi Shinsa		Start Time	WeekDau		Onlu	
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Special Events End Time End Time Description 15 September 2010 18:00:00 21:00:00 Adult's Grading September 2010 03 July 2010 14:00:00 17:00:00 Kyu Grading July 2010 20 December 2009 10:00:00 12:00:00 Kumite Seminar by Kanche Yoshikazu Suzuki 13 December 2009 10:00:00 12:00:00 Kumite Seminar by Kanche Yoshikazu Suzuki 19 December 2009 09:00:00 15:00:00 Kuro Dbi Shinsa		Settings	Schedu	le Interval 30	Update Sel	tings
Date Start Time End Time Description 15 September 2010 18:00:00 21:00:00 Adult's Grading September 2010 03 July 2010 14:00:00 17:00:00 Kyu Grading July 2010 20 December 2009 10:00:00 12:00:00 Kyu Grading December 2019 19 December 2009 10:00:00 12:00:00 Kyu Grading December 2009 19 December 2009 09:00:00 16:00:00 Kyu Grading December 2009		Special Events				
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20 December 2009 10:00:00 12:00:00 Kumite Seminar by Kancho Yoshikazu Suzuki 19 December 2009 10:00:00 12:00:00 Kyu Grading December 2009 19 December 2009 09:00:00 16:00:00 Kyu Grading December 2009		03 July 2010 14:00:00	17:00:00 Kyu 6	arading July 2010		
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19 December 2009 09:00:00 16:00:00 Kuro Obi Shinsa		19 December 2009 10:00:00	12:00:00 Kyu 6	arading December 2009		
		19.December 2009 09:00:00	16:00:00 Kuro	Obi Shinsa		

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**.

S DIgAddSpecialAttendance	
Stand	pecial Attendance 🛛 🕺
Dojo Browser	C Special Events
Organization HQ	Date Start Time End Time Event Description
- Africa	15 September 2010 18:00:00 21:00:00 Adult's Grading Septem 📩
- Asia	03 July 2010 14:00:00 17:00:00 Kyu Grading July 2010
- Central America	20 December 2009 10:00:00 12:00:00 Kumite Seminar by Kan
	19 December 2009 10:00:00 12:00:00 Kyu Grading December
Middle East	19 December 2009 09:00:00 16:00:00 Kuro Obi Shinsa
	22 July 2009 17:30:00 18:30:00 Training with Kuristina C
Oceania	04 July 2009 14:00:00 17:00:00 Grading July 2009
	18 September 2008 18:00:00 21:00:00 Adult's Grading Septem
New Zealand	10 July 2008 18:00:00 20:30:00 Grading July 2008 🚽
Kyokushin Karate Cante	4 III +
🗕 🖵 🔤 Papua New Guinea	
🖵 🖅 South America	
	Add Exit

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.

§ FrmMemberAdmin File Admin News Email Ot	her Doio Preferences Tools	
SD	Member Administ	ration 🔬
Dojo Browser Central America Central America Widdle East Oceania Decania New Zealand Christohurch South America Select Member McCall, Mac	Personal Details Training Gradings Gallery Fil Member Details Sumame McCall Date of Bith 23 January 2001 Current Grade Grading Details Grading Details Grading Details Invited for Select New Grade Bith kyu Sth kyu Sth kyu Comments Shodan Nidan Sandan Yondan Godan Rokudan Nanadan Hachidan Kudan Judan Select Existing Grading Print Certificate Details Print Full Certificate	nance Medical Fitness Questionnaire History Events First Name Mac Last Grading Date 03 July 2010 rnext grading Grading Date 15 September 2010 Provisional Grading Add ade Reason Update Remove

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.

🖇 FrmKyuGradeEntry							
Grading Comments							
Student Details Name McCall, Mac	Achieved Grade 6th kyu Date 15 September 2010						
Grading Details Technical Area Observations, Comments, Areas of improvement for next grading							
Te Waza (Basics)	Concentrate more - stop looking around.	*					
Geri Waza		*					
ldo Geiko		*					
Sanbon Kumite		*					
Ippon Kumite		*					
Kata Need to learn Pinan Ni (Did not know)							
Goshin Jitsu		*					
Kumite		*					
Other		*					
·	ОК С	ancel					

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.

💰 FrmMemberAdmin					
<u>File Admin News Email Other Dojo Preferences Iools</u>					
勁	Member Administration				
Dojo Browser Central America Central America Malaysia Middle East Model Cast	Personal Details Training Gradings Gallery Finance Medical Fitness Questionnaire History Events Member Details Sumame McCall Date of Birth [23 January 2001 Current Grade [7th kyu Last Grading Date [03 July 2010				
Creana Coeana Coeanaa Coeanaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	Grading Details Select New Grade Grading Failure Grading Failure Grading Grading				
Select Member	Add				
	Comments Te Waza - Concentrate more - stop looking around. Kata - Need to know Pinan Ni (did not know).				
	Select Existing Grading [7th kyu Print Certificate Print Certificate Update Remove				
Ready					

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.

🖉 FrmMemberAdmin						
Member Administration						
Dojo Browser Asia Europe Europe Mildaysia Midde East North America Occaria Occaria Christchurch Mew Zealand Christchurch South America South America	Personal Details Training Gradings Gal Invoice Date Invoice Type 18 December 2010 Junior Grading Fee 24 November 2010 Junior Grading Fee 24 November 2010 Junior Monthy Training Fee 01 September 2007 Adult Monthy Training Fee 01 August 2007 Adult Monthy Training Fee 01 Junior Tem Training Fee 01 Junior 2006 Junior Tem Training Fee 01 Junior 2006 Junior Tem Training Fee 01 January 2000 Junior Tem Training Fee	Inscription Medical Fitness Amoun[Date Due Amoun 30.00 18 January 2011 30.00 25 December 2010 30.00 12 December 2010 0.00 01 June 2008 60.00 01 Glober 2007 60.00 01 September 2007 60.00 01 September 2007 70.00 01 May 2007 70.00 01 May 2007 70.00 01 May 2007 70.00 01 May 2006 70.00 01 May 2006 70.00 01 November 2006 70.00 01 November 2006 70.00 01 November 2006 70.00 01 November 2005	Questionnaire History Events ant Received Received Date 30.0018 December 2010 30.0019 December 2010 30.0013 December 2010 0.00 60.0016 September 2007 0.00 60.0016 September 2007 60.0016 September 2007 70.003 September 2007 70.003 September 2007 70.003 September 2007 70.003 September 2007 70.003 September 2007 70.003 September 2007 70.003 September 2007 70.003 September 2007 70.0028 June 2006 70.0021 June 2006 70.0029 June 2006 70.0029 June 2006			
	UI July 2005 Junior 1 rem Training Fee TI 5 June 2005 Junior Team Training Fee OI April 2005 Junior Team Training Fee OI December 2004 Junior Team Training Fee Link December 2004 Junior Team Training Fee Special Financial Arrangements Special Training Fee Since 21 January 2011	70:00[0] August 2005 25:00 [0] July 2005 70:00 [0] Hey 2005 70:00 [0] February 2005 25:00 [0] January 2005 26:00 [0] January 2005 27:00 [0] January 2005 28:00 [0] January 2005 29:00 [0] January 2005 <td>70.00 T0 October 2005 25.00 T0 October 2005 70.00 29 June 2005 70.00 24 January 2005 25.00 06 December 2004 35.00 06 December 2004 26.00 06 December 2004</td>	70.00 T0 October 2005 25.00 T0 October 2005 70.00 29 June 2005 70.00 24 January 2005 25.00 06 December 2004 35.00 06 December 2004 26.00 06 December 2004			

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 a 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.
Kyokushin Management Syste

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.

🖉 DIgMemberAutoPay	ment		x
Mem	ber Automa	tic Payment	
Amount 60.00	Start Date	End Date	·
Description Smith E.R.			
	Frequency Every 1 Mor	ith(s)	
ОК		Cancel	

Specify the **Amount** of the payment, the **Start Date** from which 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.

Sected Member Sected	FrmMemberAdmin File Admin News Email Oth	er Dojo Preferences Tools	1000	
Dojo Browser Personal Details Training Gradings Galley Finance Medical Fitness Questionnaire History Events	勁	Member Adv	ninistration	3
Arisa Certifia America Certifia Amerifia Amerifia Certifia Amerifia Certifia America Cert	Dojo Browser	Personal Details Training Gradings	Gallery Finance Medical Fit	ness Questionnaire History Events
Figure Europe Funder 650 23 January 2011 650 23 December 2010 Junior Weekly Training Fee 650 23 January 2011 650 23 December 2010 10 December 2010 Junior Weekly Training Fee 650 25 December 2010 650 11 December 2010 10	Asid America	Invoice Date Invoice Type	Amount Date Due	Amount Received Received Date
Select Member Date Transaction Type Association 6.500 Howen 2010 6.500 Howen 2010 Select Member To January 2011 Junior Weekky Training Fee 6.500 Howen 2011 6.500 Howen 2010 Fining Fee 6.500 Howen 2010		15 January 2011 Junior Weekly Training F	Fee 6.50 29 January 2011	6.50 15 January 2011 📼
Image: Source and the set of the se		08 January 2011 Junior Weekly Training F	Fee 6.50 22 January 2011	6.50 08 January 2011
Image: Comparison of the state of the s	— → Middle East	01 January 2011 Junior Weekly Training F	Fee 6.50 15 January 2011	6.50 01 January 2011
Ceerina 18 December 2010 Junior Weekly Training Fee 6.50 (01 Junior Weekly Training Fee 6.50 (25 December 2010) 6.50 (15 Junior Weekly Training Fee 6.50 (25 December 2010) 6.50 (15 December 2010) 0.50 (15 December 2010	- North America	25 December 2010 Junior Weekly Training F	Fee 6.50 08 January 2011	6.50 05 January 2011
Select Member 30.0018 Junior Grading Fee 30.0018 Junior Weekly Training Fee 30.0018 Junior Weekly Training Fee 5018 December 2010 B December 2010 Junior Weekly Training Fee 6.5018 December 2010 6.5011 December 2010 200.0018 Junior Weekly Training Fee 6.5018 December 2010 6.5018 Dece	Uceania	18 December 2010 Junior Weekly Training F	Fee 6.50 01 January 2011	6.50 29 December 2010
I December 2010 Junior Weekky Training Fee 6.50 25 December 2010 6.50 115 December 2010 I December 2010 Junior Weekky Training Fee 6.50 115 December 2010 6.50 115 December 2010 I December 2010 Junior Weekky Training Fee 6.50 04 December 2010 6.50 05 December 2010 I December 2010 Junior Weekky Training Fee 6.50 04 December 2010 6.50 05 December 2010 I December 2010 Junior Weekky Training Fee 6.50 04 December 2010 6.50 05 December 2010 I December 2010 Junior Weekky Training Fee 6.50 04 December 2010 0.50 05 December 2010 I December 2010 Junior Weekky Training Fee 6.50 04 December 2010 0.50 01 December 2010 I December 2010 Junior Weekky Training Fee 6.50 04 December 2010 0.50 01 December 2010 I December 2010 Junior Weekky Training Fee 6.50 04 December 2010 0.50 01 December 2010 I December 2010 Withdrawal -6.50 04 December 2010 0.50 01 December 2010 I December 2010 Withdrawal -6.50 04 December 2010 0.50 01 December 2010 I December 2010 Withdrawal -6.50 04 December 2010 Junior Weekky Training Fee 9.50 04 December 2010 Junior Weekky Training Fee I December	Australia	18 December 2010 Junior Grading Fee	30.00 18 January 2011	30.00 18 December 2010
Index Provide State Interval 6.5018 December 2010 6.5015 December 2010 20 November 2010 Junior Weekky Training Fee 6.5014 December 2010 6.5015 December 2010 20 November 2010 Junior Weekky Training Fee 6.5014 December 2010 6.5016 December 2010 20 November 2010 Junior Weekky Training Fee 6.5027 November 2010 6.5016 December 2010 20 November 2010 Junior Weekky Training Fee 6.5027 November 2010 6.5016 December 2010 20 November 2010 Junior Weekky Training Fee 6.5027 November 2010 6.5016 December 2010 21 November 2010 Junior Weekky Training Fee 6.5027 November 2010 0.6001 December 2010 20 December 2010 Withdrawal -6.5027 November 2010 0.6001 December 2010 0.6001 December 2010 15 December 2010 Withdrawal -6.5004 December 2010 Junior Weekky Training Fee 0.600 Automatic Payment 6.5004 December 2010 0.600 December 2010 10 December 2010 Automatic Payment 6.5004 Notematic Payment (0.600 Automatic Paymen		11 December 2010 Junior Weekly Training F	ee 6.50 25 December 2010	6.50 11 December 2010
Lie Big Papua New Gui 27 November 2010 Junior Weekly Training Fee 5.0014 December 2010 6.5005 December 2010 20 November 2010 Junior Weekly Training Fee 6.5004 December 2010 6.5005 December 2010 - 20 November 2010 Junior Weekly Training Fee 6.5004 December 2010 6.5005 December 2010 - 20 November 2010 Junior Weekly Training Fee 6.5004 December 2010 6.5005 December 2010 - 20 November 2010 Junior Weekly Training Fee 6.5004 December 2010 6.50015 December 2010 - 20 November 2010 Junior Weekly Training Fee 6.5004 December 2010 Junior Weekly Training Fee - - 20 November 2010 Withdrawal - 6.5015 December 2010 Junior Weekly Training Fee - - 20 December 2010 Withdrawal - 6.500 Automatic Payment (15 December 2010) - - 20 December 2010 Withdrawal - 6.500 Automatic Payment (15 December 2010) - - 20 December 2010 Withdrawal - 6.500 Automatic Payment (15 December 2010) - - 21 December 2010 Withdrawal - 6.500 Automatic Payment (15 December 2010) - - 24 November 2010 Withdrawal - 6.500 Automatic Payment (15 December 2010) -	🔶 Kyokushin Ka	04 December 2010 Junior Weekly Training F	ee 6.5018 December 2010	6.50 18 December 2010
Call November 2010 Junior Weekky Training Fee 5:50(01 December 2010 5:50(01 December 2010 v Select Member 13 November 2010 Junior Weekky Training Fee 6:50(21 November 2010 0:50(01 December 2010 v Select Member Transaction Type Amoun[Description 0:50(01 December 2010 v Structure of Johnson V Writhdrawal 0:50(01 December 2010 v Sole December 2010 Writhdrawal 0:50(01 December 2010) 0:00:00:00:00:00:00:00:00:00:00:00:00:0	🛏 🕶 🔤 Papua New Guir	27 November 2010 Junior Weekly Training F	ee 6.5011 December 2010	6.50 15 December 2010
13 November 2010 Junior Weekly Training Fee 6.50/21 November 2010 6.50/01 December 2010 • Select Member Transaction Type Amoun@Description 15.00/01 December 2010 • Sickwenor, Jockus I 15 December 2010 Automatic Payment 6.50/15 December 2010 • 15 December 2010 Automatic Payment 6.50/04 December 2010 Junior Weekly Training Fee • 10 December 2010 Automatic Payment 6.50/04 December 2010 Junior Weekly Training Fee • 10 December 2010 Automatic Payment 6.50/04 December 2010 Junior Weekly Training Fee • 10 December 2010 Withdrawal -6.50/04 December 2010 Junior Weekly Training Fee • 10 December 2010 Withdrawal -6.50/04 December 2010 Junior Weekly Training Fee • 24 November 2010 Withdrawal -6.50/24 November 2010 Junior Weekly Training Fee • Special Francial Arrangements Special Training Fee Reason • Since [21 January 2011 Set Remove • Automatic Payments Since [21 January 2011 Set Remove Since [21 January 2007 6.50/J Grosvenor 1<	🛏 South America 🛛 🛫	20 November 2010 Junior Weekly Training F	ee 6.50 04 December 2010	6.50 05 December 2007
Select Member Date Transaction Type Amoun[Description		13 November 2010 Junior Weekly Training F	Fee 6.50 27 November 2010	6.50 01 December 2010 -
Biostvenoul Joshue 15 December 2010 Withdrawal -6.501 3D December 2010 Junior Weekly Training Fee 15 December 2010 Automatic Payment 6.501 Automatic Payment (15 December 2010) 08 December 2010 Withdrawal -6.500 8D December 2010 Junior Weekly Training Fee 08 December 2010 Automatic Payment 6.500 Automatic Payment (10 December 2010) 00 December 2010 Withdrawal -6.500 8D December 2010 Junior Weekly Training Fee 01 December 2010 Automatic Payment 6.500 Automatic Payment (10 December 2010) - - 10 December 2010 Automatic Payment 6.500 Automatic Payment (10 December 2010) - - 10 December 2010 Withdrawal -6.500 24 November 2010 Junior Weekly Training Fee - - 10 December 2010 Withdrawal -6.500 Automatic Payment (01 December 2010) - - - 10 December 2010 Withdrawal -6.500 Automatic Payment (01 December 2010) - - - 12 A November 2010 Withdrawal -6.500 Automatic Payment (01 December 2010) - - - 12 A November 2010 Withdrawal -6.500 Automatic Payment (01 December 2010) - - - 12 A November 2010	Select Member	Date Transaction Type	Amount Description	A
15 December 2010 Automatic Payment 6.50 Automatic Payment (15 December 2010) 08 December 2010 Wihdrawal -6.500 Becember 2010 Junior Weekly Training Fee 08 December 2010 Wihdrawal -6.500 Automatic Payment (15 December 2010) 01 December 2010 Wihdrawal -6.500 Automatic Payment (15 December 2010) 01 December 2010 Automatic Payment (15 December 2010) -6.500 Automatic Payment (15 December 2010) 01 December 2010 Wihdrawal -6.500 Automatic Payment (10 December 2010) 10 December 2010 Automatic Payment (15 December 2010)	Grosvenor, Joshua 👻	15 December 2010 Withdrawal	-6.50 15 Decembe	er 2010 Junior Weekly Training Fee 👘 📼
08 December 2010 Withdrawal -6.50/08 December 2010 Junior Weekly Training Fee 08 December 2010 Automatic Payment 6.50/Automatic Payment (08 December 2010) 01 December 2010 Withdrawal -6.50/01 December 2010 Junior Weekly Training Fee 01 December 2010 Withdrawal -6.50/24 November 2010 Junior Weekly Training Fee 01 December 2010 Withdrawal -6.50/24 November 2010 Junior Weekly Training Fee 02 A November 2010 Withdrawal -6.50/24 November 2010 Junior Weekly Training Fee 24 November 2010 Withdrawal -6.50/24 November 2010 Junior Weekly Training Fee 25 Special Training Fee Reason Since 21 January 2011 Set Set Remove Automatic Payments Statt Date End Date 07 November 2007 6.50/J Grosvenor 1 week		15 December 2010 Automatic Paymen	t 6.50 Automatic P	ayment (15 December 2010)
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01 December 2010 Wihłdawal -6.50(01 December 2010 Junior Weekly Training Fee 01 December 2010 Automatic Payment 6.50(04 Junior Weekly Training Fee 01 December 2010) * 024 November 2010 Wihłdawal -6.50(24 November 2010 Junior Weekly Training Fee * Special Financial Arrangements Special Training Fee Reason	all and the second	08 December 2010 Automatic Paymen	t 6.50 Automatic P	ayment (08 December 2010)
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24 November 2010 Withdrawal -6.50/24 November 2010 Junior Weekly Training Fee Special Financial Arrangements Special Financial Arrangements Since 21 January 2011 Set Remove Automatic Payments Start Date End Date Amount[Description Interval Interval Interval 07 November 2007 6.50/J Grosvenor		01 December 2010 Automatic Paymen	t 6.50 Automatic P	ayment (01 December 2010)
Special Financial Arrangements Special Training Fee Reason Since 21 January 2011 Set Remove Automatic Payments Set Start Date End Date Amount[Description 07 November 2007 6.50/J Grosvenor 1		24 November 2010 Withdrawal	-6.50 24 Novembe	er 2010 Junior Weekly Training Fee 🛛 👻
Special Training Fee Reason Since 21 January 2011 Set Remove Automatic Payments Start Date End Date Amount[Description Interval Interval Type 07 November 2007 6.50 J. Grosvenor 1 week Interval Start Date Start Date<	100 00-	Special Einancial Arrangements		
Since 21 January 2011 Set Remove Automatic Payments	S 65 17	Special Training Fee	Reason	
Automatic Payments End Date Amount Description Interval I	156	Since 21 January 2011	Set	Remove
Start Date End Date Amount Description Interval Interval<		- Automatic Payments		
07 November 2007 6.50 Grosvenor 1 week		Start Date End Date	Amount Description	Interval Interval Type
		07 November 2007	6.50 J Grosvenor	1 week
		· · ·	,	

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.

💕 FrmDojoAdmin		x
File Administration News Forms	<u>E</u> mail <u>S</u> canner <u>P</u> references <u>T</u> ools	
勁	Dojo Administration	-
Dojo Browser	Dojo Details Fees Training Schedule Dojo Finance Member Finance Member Info Fitness Histo	ory
G Organization HQ	Select Month Select Year Select Term	- 1
Ainca	Tax0.00 % September 2010	
Central America	- Financial Balance	
- H Kalaysia	Date Description Debit excl. Debit Tax Debit incl. Credit excl. Credit Tax Credit in	nell I
- Middle East	01 September 2010 Rent 750.00 93.75 843.	75
	01 September 2010 Phone redirection 3651366 22.51 2.81 25.1	32
	01 September 2010 Avon Insurance 77.72 9.71 87.	43
	30 September 2010 Total joining fees 60.00 0.00 60.00	-11
	Totals 1248.50 0.00 1248.50 850.23 106.27 956.9	.50
	⊂ Variable Revenue	
	Description Amount Tax (pct) Date	-
	Sponsering from Latimer Hotel 261.25 12.50/30 July 2003 c	
	Pomes or Black & Blue (3 disappeared unpaid). 70.00 12.50/29 July 2003	-
	Variable Expenses	
	Max Durana Extension US\$100.00 (2:0.7294 140.70 12.50111 August 2010 1	<u>^</u>
	Mas Oyama Enterprise US\$100.00 @ 0.7284 140.76 12.50 11 Adgust 2010 Mas Oyama Enterprise US\$100.00 @ 0.7288 140.64 12.50 09 August 2010	-
	⊂ Automatic Paumente	
	Description Amount Tax (pot) Start Date End Date Interval Interval Type	
	Bent 862.50 15.00 01 0.10 1 Month(s)	
	Avon Insurance 87.43 12.50 01 August 2009 1 Month(s)	Ŧ

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.

S DigNewExpense
New Revenue
Description Casual Training
Amount Tax Date [20.00] [12.50 % [11/12/2007]
OK Cancel

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.

💋 DigNewExpense	X
New Expense	
Description Stationary and printer ink cartridges	
Amount Tax Date 102.35 12.50 % 5 /01/2008	
OK Cancel	

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.

💋 DlgNewDojoAutoPayment	X
New Dojo Automatic Payment	
Dejo rent	
Amount Tax Start Date End Date 1250 % 1 /11/2007 T 5 /01/2008	·
Frequency Every 1 Month(s)	
OK Cancel	

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.

Kyokushin Management System

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**.

<u>A</u> dministration <u>N</u> ews F <u>o</u> rms	<u>Email</u> <u>S</u> canner <u>P</u> references <u>T</u> ools			
动	Dojo Administrati	оп		
Dojo Browser	Dojo Details Fees Training Schedule Dojo Fin	ance Member Fin	ance Member Info Fitness	His
Organization HQ	Select Month Select \	rear	Select Term	
Arrica	Tax[0.00] % September - 2010	•	Monthly C Yea	arly
	Variable Expenses			
- 🛥 📟 Malaysia	Description	Amount	Tax (pct) Date	
- Middle East	Mas Oyama Enterprise US\$100.00 @ 0.7284	140.70	12.50 11 August 2010	
- Morth America	Mas Oyama Enterprise US\$100.00 @ 0.7288	140.64	12.50 09 August 2010	
Uceania Le Materia	Mas Oyama Enterprise US\$100.00 @ 0.7288	140.64	12.50 09 August 2010	
	Mas Oyama Enterprise US\$100.00 @ 0.7288	140.64	12.50 09 August 2010	
	Mas Oyama Enterprise US\$99.82 @ 0.7288	140.38	12.50 09 August 2010	
🔶 Kyokushin Karate Cante	Mas Oyama Enterprise US\$85.37 @ 0.7287	120.06	12.50 09 August 2010	
🖵 🛥 🏧 Papua New Guinea	Mas Oyama Enterprise US\$41.57 @ 0.7286	58.47	12.50 09 August 2010	
🛏 South America	Mas Oyama Enterprise US\$16.60 @ 0.7283	23.35	12.50 09 August 2010	
	Mas Oyama Enterprise US\$16.60 @ 0.7283	23.35	12.50 09 August 2010	
	Yellow Pages	194.99	12.50 31 July 2010	
	Several coloured belts for grading 3 July 2010	50.50	12.50 30 June 2010	
	Poster laminating	21.98	12.50 26 June 2010	
	Banking Fees	27.40	12.50 26 February 2010	
	Powershop	7.00	12.50 16 February 2010	
	Banking Fees	14.50	12.50 29 January 2010	
	Accent Filin 00002307 Brochure	170.10	12.50 28 January 2010	
	Banking Fees	29.67	12.50 31 December 200	9
	Merdian Energy	46.73	12.50 29 December 200	9
	Accomodation Suzuki Kancho 16 - 21 December	510.00	12.50 21 December 200	9
	IKOK Fees. Branch, Dojo, Member affiliations. IKOK Grading Fees. This is one narment for All 2009 IKOK invoices.	851.94	12.50 21 December 200	9
	IKOK Fees 2009	851.94	12 50 21 December 200	9
	Waipara Tour Suzuki Kancho	246.70	12.50 18 December 200	9
	Deversion	1.00	12.55 16 December 200	-

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.

💕 FrmDesignCertificate		
	Куи Gradina Certificate	
r Certificate Preview	Light antioning Contributio	
	JUNIOR IOth Student Full Name here]
Property Name Value top 0 left 0 width 731 height 1078	10th 18 September 2004	
Click here>		
	Save Fult	
Beadu	baro king	
liteady		

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 thew 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 then 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.

S FrmDesignMemberCard	
Eile Examples Kyokushin M	embershin Card
Membership Card Preview	
I.K.D. Internetional Karate Organization	Kyokushin Honbu
Sosai Masutatsu Oyama Date oform 27 July 1923 Memore since: 07 February 1967	This card belongs to the International Karate Organization and must be surrendered upon request. If found return to: International Karate Organization, 2-38-1 Nishi-Ikebukuro, Toshimaku, Tokuo 171-0021, Japan
ternentige 24 (minute) 46/00	
Property Name Value top 2 left 218 width 72	
height 61	
image load <click here=""></click>	
Save	Exit
Card saved as example 2	

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 filed 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.

MetrOPOS	Administrator v2.2.5		? <mark>x</mark>
<u>File</u> <u>D</u> evice	<u>H</u> elp		
MetrOPOS	New Profile		
	Device Class:	Scanner	
New Profile	Profile <u>N</u> ame:	kyokushin	
	Interface:	RS232 -	
Modify Profile	COM Port:	COM1 -	
2 Co	Model Number:	Orbit/7120	
Simple Test	Sc <u>a</u> le:	None	
*			
Test			
6			
Device Information		Program Clea <u>r S</u> ave	
	L	Metrolog We really work for	iC [®] you.™

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

MetrOPOS /	Administrator v2.2.5			? <mark>x</mark>
<u>File</u> <u>D</u> evice	<u>H</u> elp			
MatrOBOS	Simple Test			
	Scanner Name:	kyokushin 💌		
New Profile	<u>B</u> egin Scanner Test			
	End Scanner Test			
Modify	Scan data:			
Profile	Scan data type:			
ale a				
Simple Test	Sc <u>a</u> le Name:	-		
*	Begin Scale <u>T</u> est			
Detailed Test	End Scale Test			
6	Scale Weight:			
Device				
Information				
			We really work for y	rou.™
[

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

MetrOPOS	Administrator v2.2.5		? ×
<u>File</u> <u>D</u> evice	<u>H</u> elp		
MetroPos	Simple Test		
	Scanner Name:	kyokushin 💌	
New Profile	Begin Scanner Test		
	End Scanner Test		
Modify	Scan data:	00023200066550	
Profile	Scan data type:	Code 39 (108)	
ale a			
Simple Test	Sc <u>a</u> le Name:	•	
V	Begin Scale <u>T</u> est		
Detailed Test	End Scale Test		
1	Scale Weight:		
Device Information			
		Metrolog We really work for	JiC ° r you.™

Click End Scanner Test and close the MetrOPOS 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**.

🖉 FrmScannerAdmin
Attendance Scanner Administration
Kyokushin Karate Canterbury
Existing Scanners Scanner Name Member Name Detric Name
Barcode Label Barcode Type
Scanner Definition Scanner Name kyokushin Scanner Type OPOSScanner 💌 🔽 Default Scanner
Data storage Image: To Database To File Add Update

In the **Scanner Definition** section provide the profile name you have previously created in you 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.

le ∑ettings <u>K</u> eports F <u>o</u> rms <u>E</u> mai	I <u>S</u> canner	Dojo Adu	1inistrati	оп		(
ojo Browser	Dojo Detai	ils Fees Traini	ng Schedule 🗎 Doj	p Finance Member Fin	ance Member In	fo Fitne:
🚘 Kyokushin	Surname	First Name	Date of Birth	Member Type	Joining Date	Current Grad
🕂 💻 🗕 Japan	Barnes	Tina Marie	21 June 1978	Full Member	17 May 2003	4th kyu
Hussia	Beckham	Jaymon Anthony	06 March 1995	Family Additional Member	09 April 2001	3rd kyu
Singapore Singapore Singapore	Beckham	Mark	04 November 1969	Family Head Member	06 April 1999	1st kyu
	Beckham	Tania	09 September 1968	Family Additional Member	15 April 2003	6th kyu
- 🖅 🔛 Australia	Cassidy	Philip	06 December 1985	Full Member	26 February 2008	Ungraded
🖵 🚎 🏧 New Zealand	Chaker	Sonia	02 February 1979	Full Member	01 August 2007	9th kyu
- Christchurch	Edwards	Kai	13 June 2001	Junior Member	31 August 2005	7th kyu
🔫 Kyokushin Karate Cante	Engelken	Robert	08 May 1951	Family Head Member	21 May 2002	2nd kyu
	Fuiiwara	Mutsumi	07 September 1996	Junior Member	21 July 2004	3rd kyu
	Galloway	Mark	11 March 1968	Full Member	11 April 1998	Shodan
	Gopal	Caleb	14 June 2000	Junior Member	10 December 2007	9th kyu
	Grosvenor	Joshua	21 December 2001	Junior Member	07 November 2007	10th kyu
	Hurley	Jack	09 August 1993	Junior Member	07 August 2002	6th kyu
	Kumar	Aanshu	06 June 1996	Junior Member	02 February 2004	5th kyu
	Liu	Richard	16 November 2000	Junior Member	23 November 2005	9th kyu
	Morito	Norivuki	28 June 1932	Full Member	12 June 1945	Ungraded
	Nakano	Hiroshi	28 September 1958	Full Member	21 June 1993	Shodan
	Nicholson	Hannah	20 June 1996	Junior Member	25 July 2006	9th kyu
	Baxworthy	Craig	05 February 1977	Full Member	07 August 2003	7th kyu
	Sim	Baymond	13 March 1987	Full Member	20 February 2008	8th kyu
	Snelleksz	Paris	09 January 2002	Junior Member	28 January 2008	10th kvu
	Thomas	Jeremv	22 September 1972	Full Member	28 July 2005	8th kyu
	Varley	Karl	28 April 1972	Full Member	01 February 1987	Sandan
	Varley	Samuel	09 May 2000	Junior Member	01 March 2005	6th kuu
	Vilioen	Gravdon	11 February 1983	Full Member	01 May 2007	8th kyu
	Wilson	Nyetching	07 May 1953	Family Additional Member	04 October 2007	8th kwu
	Wood	Bobert Edward James	25 August 1965	Full Member	10 October 2007	Ungraded
	Wilson Wood	Nyetching Robert Edward James	07 May 1953 25 August 1965	Family Additional Member Full Member	04 October 2007 10 October 2007	8th kyu Ungrad

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.

<u> </u>	Atten	dance So	canner Adminis	tration	
	Kyokus	hin Kar	ate Canterbu	iry	
Existing Scanners					
Scanner Name		•	Start Test Sca	anning	
Member Name					
Dojo Name					
Barcode Label			Barcode Type		
Scanner Definition					
Scanner Name kyokushin		Scanner 1	Type OPOSScanner	•	🔽 Default Scanner
Data Storage					
🔽 To Database	🗖 To File	File Na	ime		
		Add	Update		

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

۲	Attendance Scanner Administration	
	Kyokushin Karate Canterbury	
Existing Scanı Sı	s	
Scanner Defir Scanner N Data Storag	n ne <u>kyokushin</u> Scanner Type OPOSScanner v Default Scanner nse To File File Name (c:\temp\kyokushin_scan.ksd	

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**.

<u> </u>		Automatic Payments	3		
elect Date	Automatic Payments	1		1-	
 January 2004 → 	Member	Reference	Amount	Term	Next Due Date
	Allenberg, Brayden Scott	Allenberg BS	45.00	1 month	U1 February 2004
<u>fon Tue Wed Thu Fri Sat Sun</u>	Allenberg, Shelton Bryan	Allenberg SB	45.00	1 month	U1 February 2004
29 30 31 1 2 3 4	Baas, Karen	Waterhole/Baas	45.00	I month	UT February 2004
5 6 7 8 9 10 11	Barnes, Lina Marie	Barnes I M	45.00	1 month	UT February 2004
12 13 14 15 16 17 18	Beckham, Mark	Psis	70.00	I month	16 January 2004
19 20 21 22 23 24 25	Chua, Eugene	Chua E	45.00	1 month	UT February 2004
26 27 28 29 30 31 1	Llainos, John	Clainos J M E	45.00	1 month	U1 February 2004
2 3 4 5 6 7 8	Delaney, Phillip	Delayney J S	45.00	I month	UT February 2004
🗂 Today: 5/01/2008	Lialloway, Mark	Galloway M R	45.00	1 month	15 January 2004
	Kato, Lakeshi	Weakley N I	45.00	I month	UT February 2004
	Manson, Vicky	Manson Vv	45.00	1 month	U1 February 2004
	Monteath, Dougal	Monteath Dougal	45.00	1 month	UT February 2004
	Nakano, Hiroshi	Nakano H	45.00	I month	U7 January 2004
	U'Connel, Sean	U'Connell S K	45.00	1 month	U1 February 2004
	Haxworthy, Craig	Haxworthy Cg	45.00	1 month	U1 February 2004
	Snelson, Phillippa	P Snelson	45.00	1 month	24 January 2004
	Staples, Jamie	Jr Staples	45.00	1 month	01 February 2004
	IT stobou sebi, Misebike	Tatabayashi Machiko	45.00	1 month	I01 Eebruaru 2004

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**.

Gelect Date and Class						
	Member	Rank				
November 2007	Dixon, Jay	7th kyu				
	Sun Engelken, Robert	2nd kyu				
9 30 31 1 2 3	4 Fenton, Katana	Ungraded				
5 6 7 8 9 10	11 Galloway, Mark	Shodan				
2 13 14 15 16 17	18 Raxworthy, Craig	9th kyu				
9 20 21 22 23 24	25 Viljoen, Graydon	10th kyu				
26 27 28 29 30 1	2 Wilson, Nyetching	Ungraded				
3 4 5 6 7 8	🔓 🔰 Wood, Robert Edward 🤅	James Ungraded				
I Gday: 5/01/2008 ime Class 8:00 - 19:00 Kihon Classes 9:00 - 20:00 Ido Geiko 0:00 - 21:00 Kata & Kumite						

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**.

DigFitnessReportSp	Report Gene	eration Specifications
Global Selection C All Members C Selected Only Report Type C Table C Graphic C Factors	First Date	Member Selection All Member Types Seniors Only Juniors Only Last Date 10/02/2008

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

Preview of page 1 of 4 page report						
Pregious Page Next Page First Page Last Page Specific Page Expand Print Report Print Selected	d Eind Find Negt Cancel					
Kyokushin Karate Canterbury Fitness Statistics						
Mark Beckham	Tania Beckham					
0.007100	0.00/00					
0.00 00	50,407,50					
	0020740					
5/2	5/2					
- Dujununs - Legnaises - rusrops - wai sit - ritress ratuu						
0:50/100	Kai Edwards					
D0:40/ 80 1	00.407 80 1					
D0:30/ 60	00:30/ 60 -					
D0:20/ 40 1	00.20/40					
00:10/ 20	00:10/ 20					
00:00/ g	00:00/ 0					
📕 — DojoRuns 📕 — LegRaises 📕 — Push-Ups 🔲 — Wall Sit 🔲 — Fitness Factor	📕 – Dojo Runs 📕 – Leg Raises 📕 – Puth-Ups 📕 – Wall Sit 🔲 – Fitness Factor					
Robert Engelken	Damon Fenton					
0.40/ 80	00.40/80					
00:30/ 60	00.30/60					
0.20/40	0:20/40 -					
po.10/ 20	00.10/ 20					
00:00/ q./	00:00/ 05/2					
📕 — Dojo Runs 📕 — Leg Raises 📕 — Push-Ups 📑 — Wall Sit 🗐 — Filmess Factor	💼 – Dojo Runs 💼 – Leg Raises 💼 – Push-Ups 💼 – Wall Sit 🛅 – Fitness Fador					
	Page 1					

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

Previous Page Next Page First Page Last Page Specific Page Expand Print Report Print Selected Ei									
Kyokushin Karate Canterbury Fitness Factors									
Date:13 February 2008									
Name	4/2	5/2							
Beckham, Mark									
Dojo Runs		52							
_eg Raises		02:02							
oush-Ups		51							
Nall Sit		01:25							
FitnessFactor		51							
<u>Beckham, Tania</u>									
Dojo Runs		54							
Leg Raises		01:13							
Push-Ups		17							
Wall Sit		01:40							
FitnessFactor		38							
Chaker, Sonia									
Dojo Runs		58							
Leg Raises		00:50							
Push-Ups		51							
Wall Sit		02:15							
FitnessFactor		48							
Edwards, Kai		·		•				·	
Dojo Runs	50					1	1		
Leg Raises	02:21					_		+ +	
Push-Ups	21					-			
Wall Sit	00:04					-		+ +	
FitnessFactor	30					-		+ +	
Engelken, Robert		· · · · ·							
Dojo Runs		56							
Leg Raises		02:12		+				+ +	\neg
Push-Ups		49		+	-+	- 		+ +	\neg
Wall Sit		01:44		+	-+	- 		+ +	\neg
FitnessFactor		61		+	-+			+ +	\neg
Fenton, Damon	I			_1			I		
Doio Runs	_	71			<u> </u>				
Leo Raises		00:50		+				+ +	+
Push-lins		29		+				+ +	+
Wall Sit		02:15		+				+	
mun on		02.13							

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

S Preview of page 1 of 1 page report		_ D _ X					
Pre <u>v</u> ious Page <u>N</u> ext Page Firs <u>t</u> Page <u>L</u> ast Page Spec	ific Page Expand Print Report Print Selected	<u>F</u> ind Fin					
Kyokushin Karate Canterbury Fitness Factors							
Date : 13 February 2008							
Name	Current Rank Fitness	Factor					
Beckham, Mark	1st kvu	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					
		1					

Kyokushin Management System

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

S DigPay	ingMembersSpecs
	Member Payment Options Report Specs
	Select Date 6 /01/2008 Include Zero Fee Members Include Outstanding Fees
	OK Cancel

14.6. TRAINING HOURS

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

S DlgTrainingSummarySpecs	×
Training Sumr	nary Specifications
Grading Type Senior Members Junior Members	 Inactive Members Inactive Days
Select Date	OK Cancel

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

		-		Hours	
Name	Current Rank	Grading Date	Grading I	Required	Total
Barnes, Tina Marie	4th k yu	03 July 2004	237.50	90.00	536.00
Beckham, Jaymon Anthony	3rd k yu	17 De cem ber 2005	56.50	52.00	489.75
Beckham, Tania	6th k yu	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 k yu	20 De cem ber 2006	17.00	23.00	64.00
Engelken, Robert	2nd kyu	18 September 2004	479.00	130.00	1183.50
Fujiwara, Mutsumi	4th kyu	20 December 2006	27.00	45.00	267.00
Galloway, Mark	Shodan	20 November 2004	368.00		
Kumar, Aanshu	7th k yu	20 December 2006	5.50	30.00	168.25
Liu, Richard	10th kyu	20 De cem ber 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 k yu	02 August 2007	6.00	46.00	79.00
Suckling, Bas	6th k yu	02 August 2007	1.00	66.00	183.25
Thomas, Jeremy	8th k yu	02 August 2007	1.00	54.00	151.50
Varley, Karl	Sandan	22 June 2002	699.75		
Varley, Samuel	8th k yu	20 De cem ber 2006	8.50	27.00	95.00
Viljoen, Graydon	10th kyu	02 August 2007	6.00	40.00	39.00

Date: 23 August 2007

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**.

Yearly Training Summary Specif	ications
Member Tune	
Senior Members Junior M	embers

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.

	к	yok	ushi	in Ka	arate	e Ca	nter	bur	y .				
	Yea	arly	Trai	ning	Su	mma	ary F	Repo	ort				
		Da	te :	31 D	ecen	ıber	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	69.5
Allenberg, Shelton Bryan						9.00	12.00	10.00	15.00	9.50	18.00	15.00	88.5
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	119.0
Barnes, Tina Marie					7.50	6.00	23.00	24.00	23.50	33.50	21.00	19.50	158.0
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	202.0
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	129.0
Beckham, Tania				5.00	9.00	10.50	16.50	14.50	4.00	5.50	10.50	14.50	90.0
Bird, Stephen	11.50	25.00	23.50	30.00	23.50	17.00	24.00	18.50	15.50	22.50	3.50		214.5
Bruce, Arthur	4.00	9.00	2.00	16.00	2.00		4.00	6.00	4.00	6.00	7.50	9.00	69.5
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	171.5
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	147.0
Delaney, Phillip			4.00	8.00	8.00	5.00	17.00	15.00	13.50	2.00	2.00	6.00	80.5
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	292.5
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	336.0
Farrell, lan											10.00	16.50	26.5
Galloway, Mark	8.00	13.00	17.00	19.00	16.50	6.00	18.00	11.00	11.50	13.00	19.50		152.5
wanaga, Kentaro							5.00		4.50				9.5
Jaques, Steffan	4.50			3.00							1.50	10.00	19.0
Jarquin, Javier	2.00	2.00	2.00	6.00	2.00	0.00	9.00	2.00	2.00	2.00			29.0
Kato, Mai			40.00	40.00	5.00	6.00	2.00	3.00	0.00	0.50		0.50	11.0
Kato, Takeshi			10.00	13.00	5.00	10.00	9.00	13.50	3.00	8.50	14.50	6.50	93.0
iu Viac Nan					4.00	3.00	5.00		4.50	2.00	4.00	15.00	24.0
Liu, Alao Nali Manson Vicky	9.50	2.00	5.00	0.00	12.50	10.00	4.00	6.00	4.00	2.00	4.00	15.00	21.0
Manson, VICKy Montesth Dougsl	0.50	2.00	3.00	9.00	12.30	12.00	4.00	0.00	4.00	26.00	4.50	7.00	12.0
Horrisson Cadia	9.00	11.50	20.00	10.50	9.50	12.00	10.50	11.00	20.00	20.00	20.00	7.00	109.0
Nakano Hiroshi	5 50	0 50	17.00	26.00	13.00		14.50	19.00	14.00	38.50	36 50	0.00	202.5
Norriss Dachel	3.50	0.30	17.00	20.00	6.00	8.00	5.00	3.00	3.00	1.00	30.30	3.00	202.0
D'Connel Sean		8.00	11.00	8.00	2.00	9.00	3.00	5.00	3.00				49.0
Paterson Denton	6.00	8.50	6.00	24.00	14 00	7.50	16.00	3.00	0.00	4 50	2.00		88.5
Raxworthy Crain	0.00	0.00	0.00	27.00	12.00		10.00	7 00	13.00	16.00	10.00	6.00	52.0
Snelson Phillippa	11.00	10.00	12.50	27.00	18.50	18.00	29.50	19.00	7.50	20.00	17.00	19.50	209.5
Staples Jamie	11.00	10.00	12.00	21.00	10.00	2 00	10.50	13.50	13.00	16.00	14.50	12 50	82.0
Tahana Ritchie					4.00	4 00	1.00	70.00	10.00	1.00	14.00	12.00	10.0
Tatehavashi Machiko			4 00	4.00	4.00	2.00	7.00	14.00	8.00	7.00	12 00		62.0
Toni Shuichim			4.00	4.00	4.00	13.00	4.00	2 00	0.00	1.00	12.00	-	19.0
ion, oneronno						13.00	4.00	2.00					10.0

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**.

🖉 DIgBirthDays File	×
$\textcircled{\begin{tabular}{c} \hline \hline$	Birthdays
Select First and Last Date	Birthdays
May 2007 May 2007 Mon Tue Wed Thu Fri Sat Sun 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 C Today: 19/01/2008 19/01/2008 10 10 10	Member Birthday Engelken, Robert 08 May 2007 Varley, Samuel 09 May 2007
• May 2007 ▶ Mon The Wed Thi Fit Set Sur 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 C Today: 19/01/2008 10 11 28 10	
	Exit

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.

61 Inactive Days	 Senior Members Junior Members
	61 Inactive 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			

\bigcirc	Kyokushin Karate Canterbury Dojo Fees		
Membership Type	F	ee	Term
Adult Joining Fee	50.	00	
Adult Yearly Training F	ee 700.	00	1 Year(s)
Junior Joining Fee	0.	00	
Junior Term Training F	ee 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**.

S DIgMembershipForm	×			
Membership Form Print Specifications				
Number of copies 10	 Print questionnaire on the back of the page Printer supports automatic duplex printing 			
Print cash training fees	✓ Print Automatic Payment Fees			
Senior Yearly 💌	720.00 Monthly - 60.00			
Junior Yearly 💌	360.00 Weekly 💌 6.50			

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, rightclick on the table and select **Print Grading Sheet**.

DlgGradingSheetsSpec Grading	rs g Sheet Generate S	pecifications
Global Selection C All Members C Selected Only	Member Selection All Member Types Seniors Only Juniors Only	Additional Information
Grading Date	Print Option Print Preview	1 Empty Forms

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**.

DlgGradingSignupFormSpecs	×
Grading Sign	nup Form Specifications
Grading Type	O Junior Grading
Grading Date	OK Cancel

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 ...

🔊 DigSpe	cialEventSignupSpecs
0	Special Event Signup Form Specifications
Title	
Line 1	Women's Training Camp
Line 2	Wanganui, 25 - 27 July 2003
	OK Cancel

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.

S DigCarPoolSp	Decs X
@	Car Pooling Form Specifications
Title	Car Pooling
Date	Event Name Shinza Dunedin

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.

🖉 FrmMemberAdmin	
Eile Settings Admin Email	Other Dojo Iools Member Administration
Dojo Browser Kyokushin Kyokushin Russia Singapore Singapore United States Dojo Coenia Rustia Mew Zealand	Personal Details Training Gradings Gallery Finance Medical Fitness Questionnaire History Events Personal Details Surname Engelken First Name Robert • Male
Select Member	City Christchurch Date of Birth 108 May 1951 Phone Home (103) 322-4250 Country of Birth The Netherlands Phone Mobile (1027) 476-2243 Phone Work (103) 390-9544 E-mail engelr@clear.net.nz Occupation Director / Software Engineer Fax Company / School Jade Sports Management Ltd
	Membership Details Existing Kyokushin Member from 21 May 2002 Membership Number 1 Visitor Instructor from 08 September 2008 Image: Comparison of the sector of t
	Add Update Cancel Resign Clear

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

💰 FrmEma		
<u>F</u> ile F <u>o</u> rn	nat	
Send		
<u>To</u>	engelr@clear.net.nz	4
<u> </u>		4
<u>B</u> CC		4.
Subject	Kyokushin:	
Enter your t	ext here	-1

This will open the KMS Email Form, with the email pre-filled. Complete the subject, ype 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.

Dojo Browser Dojo Details Fees Training Sch Kyokushin Japan Sumame Train Marie Date Barnes Tina Marie 21 Jua Beckham Marie 21 Jua Barnes Tina Marie 21 Jua Beckham Marie 21 Jua Beckham Mark 10 Marie 21 Jua Beckham Japan 05 Beckham Japan 05 Beckham 10 Marie 21 Jua Docennia Cocania Cocania 05 Beckham Mark 04 No 06 De Chaleer Sonia 02 Fel Edwards Kai 13 Jua 13 Jua 13 Jua Edwards 13 Vau Gopal Caleb 14 Jua Grosvenor Joshua 21 De Hurley Jack 09 Au Kumar Aanshu 10 Mark 14 Jua Grosvenor Joshua 21 De Hurley Jack 09 Au Kumar 28 Jua Nackano Hurley Jack 09 Jua 20 Jua Se Se Nicholson Hannah 20 Jua Nackano 11 Mark Se Se Nicholson Hannah 20 Jua Se Nichon Son13 Ma<				-
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Pussia Pussia Beckham Jaymon Anthony 06 Mit © cenia Beckham Mark 04 Nc © cenia Beckham Tania 03 Se © Cenia Beckham Mark 04 Nc © Cenia Beckham Mark 04 Nc © Cenia Cosidy Philip 06 Dc © Christchurch Edwards Kai 13 Ju © Cenia Richard 10 Mit 13 Mit Grageward Kai 11 Mit 10 Mit © Galloway Mark 11 Mit 10 Gopal 2 aleb I unig Joshua 21 De 14 Jur Grayerori Joshua 21 De Wardt Natsumi Orseverori Joshua 28 Ju Natsumi 10 Mit Natano Hiroshi 28 Se Nicholson Harnah 20 Ju Raworthy Craig 05 Fel Sim Raymond 13 Mit Sneilekzz Paris 09 Mit Valley Samuel 09 Mit Vileon Rizohad 11 Fel Wison Neteching 07 Mit <td>e 1978 Full Mem</td> <td>ber</td> <td>17 May 2003</td> <td>4th kyu</td>	e 1978 Full Mem	ber	17 May 2003	4th kyu
 Beckham Mark 04 NK Beckham Mark 05 Set Cassidy Philip 06 De Chaker Sonia 02 Fe Sim Raymond 13 ME Snelleksz Paris 09 Jan Thomas Jeremy 22 Se Valey Samuel 09 Mar 	ch 1995 Family Ad	dditional Member	09 April 2001	3rd kyu
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Cassidy Philip 06 DE Chaker Sonia 02 Fe Chaker Sonia 02 Fe Edwards Kai 13 Ju Engeken Robert 08 M Goldway Mark 11 M Gogal Caleb 14 Ju Groevenor Joshua 21 De Hurley Jack 09 Au Kumar Aanshu 06 Ju Liu Richard 16 No Monto Norjuki 28 Ju Nakano Hiroshi 28 se Nicholson Harnah 20 Ju Rawworth/Craig 05 Fel Sim Raymond 13 Ma Snelleksz Paris 09 Jal Thomas Jeremy 22 Se Valey Kail 28 Joshua 10 PM Valey Kail 28 Joshua 10 PM Valey Kail 28 Joshua 20 PM Valey Samuel 09 Ma	tember 1968 Family Ac	dditional Member	15 April 2003	6th kyu
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	usl 🗸 Show BlackBelt	t Members	ber 2007	Ungraded
	✓ Show Graded M	Members		
	✓ Show Ungrade	d Members		
	- Show Senior M	lembers		

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.

💰 FrmEmail	
<u>F</u> ile F <u>o</u> rmat	
Send	
To engelr@clear.net.nz;nyetwilson@xtra.co.nz	4
<u></u>	4
BCC	4
Subject Kyokushin:	
Enter your text here	-1

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**.

astSpecs	
Email Broadca	ast Specifications
oup(s)	
🔽 Senior Members	Graded Members
 Junior Members 	Ungraded Members
🔽 Suspended Members	Members with AutoPayment
Resigned Members	Members without AutoPayment
	OK Cancel
	Email Broadca

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.

FrmMailMerge		
Generat	e Microsoft Word Mail	Merge List
權之	New Zealand Default Country Select City(s) Christchurch Default City Select Dojo Kyokushin Karate Canterbury	C Dojo Mailing List
	C Default Dojo	Generate Cancel
Currently 199 members selected		

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.

🖉 FrmSelectLanguage	
(Spanish (Spain)	•
English Language Name	Spanish
English Country Name Localized Language Name	Spanish (International
Native Language Name	español
Native Country Name	[3082
	Cancel

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.

🖉 Selec	t or Cancel a	Skin			
menul	Disabled				
c	hoose <u>S</u> kin:	<none></none>	•	▼ Show <u>M</u> enu?	
Control E	xamples:				
	Apply		<u>C</u> lose		<u>H</u> elp

From the Choose Skin menu select a skin.

	Select or Cancel a Skin	E 3X
menu1 Disabled		
Choose <u>S</u> kin: Wind Control <u>E</u> xamples:	ows Aquatic Blue	
Button	GroupBox	
	Frame Label	
StatusLine		Þ
	<u>Q</u> lose <u>H</u> elp	

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.

Select or Cancel a Skin	
menul Disabled	
Choose <u>S</u> kin: Windows Vanilla Sky Show <u>M</u> enu? Control <u>E</u> xamples:	
Image: Sheet	
Image: Checkbox Frame Image: Checkbox Label Image: Checkbox Image: Checkbox Image: Checkbox Label Image: Checkbox Image: Checkbox Image: Checkbox Image: Checkbox Image: Checkbox Image: Checkbox Image: Checkbox Image:	
StatusLine	D
Apply <u>C</u> lose <u>H</u> elp	

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 (<u>http://babelfish.altavista.com/tr</u>). 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 <u>KMS Support</u>.

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**.

String Translator: Kyokushin/Greek (Gre	ece)				
<u>F</u> ile					
Base Locale	AccountDetails = "Δεπτομέσειες απολογισμού"				
Greek (Greece)					
Alternate Locale					
English (New Zealand) 🗾 💌					
Search					
AccountDetails					
Chings Browser					
AccountDetails					
AccountName					
AccountNumber	• III +				
Active	AccountDetails = "Account Details"				
Add					
AddChangeOperatorSettings					
AddCountriesCity					
AddLountry AddDefaultFee					
AddDojo					
AddMemberTraining	4				
	Save Exit				
Read					
A CONTRACTOR OF A CONTRACTOR O					

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**.

S FrmDojoAdmin □ □ × ファイル レポート 形態 電子メール 走査器 用具					
🖡 Dojo Administration 🖉					
Dojo のブラ ウザ 日本語 Kyokushin 中 二 語 オーストラリア	Dojoの細部 料金 「Dojo)トレーニングスケジュール) Dojo 財政	KX 「 」 」 が は は ー た に X 、 「 、 、 、 、 、 、 、 、 、 、 、 、 、	パーインフォメーション 等級分けのインフォメーション	
	名前	Kyokushin Karate Canterbury			
	位置		様式	Kyokushin Karate	
🕂 🛄 Dunedin	住所	Triangle Centre	郵便の宛先	P.O. Box 685	
teru Hagian ⊕ Wanganui	郊外	City	都市	Christchurch	
	€	New Zealand	Dojo 数	232	
			<u> </u>		
	接触	Varleu	-2	Karl	
	-0 M	Valley Samaai		Candan	
	211/0	Sensel	 	Sandan	
	4885 I	(03) 360-1366	Will 2 (株式) NT-222		
	移動式電話	(U21) 362-966	移動式電話2		
	77550	(021) 789-987			
	モナメール	Kyokusnint@globe.net.nz	אוייעדט ן	www.kyokushin.co.nz	
	1170				
	銀行	National Bank	記述#	06-0801-0447224-00	
		✓ 自動的に月例・C/ボイスを発生させなさ	561	▼ メンパーの自動支払の処理	
			修理の開始日付	17 28 June 2002 ▼	
	hD		Restation of	20 1003-81.	
		200C01 3CM			

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

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	N U U S U S U S U S U S U S U S U S U S	

DIgTranslateGeoUnit Translate Geo Unit	
- Locale Name Info 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
ОК	Cancel

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 $\underline{\text{KMS}}$

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.

