

BLUE RIBBON SPORTS

Training and Practice

System User Manual



PRIME SYSTEMS SOLUTIONS

Tables of Contents

• System Overview	
– Narrative Overview	3-5
– System Requirements	6
– Setup Instructions	7
• Detailed Table Descriptions	8-16
• Check-in/Check-out	17-19
• User Section	
– Search	23-29
– Reservations	30-36
– Clients	37-43
– Sales	44-49
• Manager Section	
– Search	53-59
– Reports	60-78
– Product Management	79-92
– Admin Procedures	93-140
– Billing	141-146
– Reservations	147-152
– Sales	153-158
• Troubleshooting and Common Errors	159-163

System Overview

The inception of this project began on January 25, 2014 upon receipt of an invitation from Blue Ribbon Sports Training and Practice to determine if a software system could be developed to satisfy their business needs.

After reviewing the objectives with representatives of Blue Ribbon Sports Training and Practice, we became engaged in the Study Phase of this project. During this phase, we initiated a PIECES framework analysis which revealed the underlying causes and effects of the issues Blue Ribbon Sports Training and Practice had brought to our attention. After careful consideration, we provided a proposal to Blue Ribbon Sports Training and Practice which was accepted. We became engaged to provide you with a tailor made software system on February 27, 2014.

Focusing on the specific areas of scheduling, operations management, and record retention we began the task of designing the software. We developed the Blue Ribbon Sports system based on our observations and interviews with customers, users, managers, and owners of Blue Ribbon Sports. We presented the design to Blue Ribbon Sports on April 1, 2014. Your response to the interactive, enhanced graphic design and technical layout of the system was an approval to begin the Implementation phase of this project.

Applying technical skill and expertise, the construction of the system design began. The software system was built and has undergone multiple tests to ensure the quality of the system not only meets but exceeds the pre-determined benchmarks. The system is now ready to be delivered and our technical staff will be on-site to provide training and support during the implementation of your system.

System Overview

The custom system built for Blue Ribbon Sports Training and Practice provides the following:

Role based user access control

83 User Friendly Screens

Management Features which include

Product Management

1. Maintain Inventory
2. Maintain Product Information
3. Vendor Records (Create and Update)

Administrative Procedures

- Personnel administration
- Client Administration
- Contract Administration
- Facility Maintenance

Billing

- Generate Monthly Bills
- Generate Payments to Instructors
- Generate Payments to Vendors
- Apply Received Payments

Reservations

- Create, View, Update
- Process Payments

Sales

- Create New, Sales
- Special Orders (Create New, View, & Process Payments)

12 Reports

- Sales Revenue (by Date Range)
- View Reservations (by Date Range)
- Services Revenue (by Date Range)
- Client Check-In Report
- Inventory Levels
- Outstanding Orders
- Inventory Analysis
- Received Revenue
- Outstanding Revenue
- Outstanding Special Orders
- Past Due Accounts
- Marketing Coupon Analysis

Employee Features which include

1. Reservations - Create, View, & Update
2. Sales (Create New & Create Special Orders, View, & Process Payments)
3. Client (Creation, Update, View, and Emergency Contact Update)

System Overview

Special Features include:

- Encrypted Passwords
- Guest Check In/Out System
- Message of the Day (Post News, Activities, Functions, or Greetings to All Users)
- Vendor Contact Record Retention
- Automated Bill Generation
- 12 Reports to include: Outstanding Revenue, Received Revenue, Sales, Past Due Accounts

Today, May 5, 2014, Prime Systems Solutions is proud to present Blue Ribbon Sports Training and Practice with their software system incorporating the technical expertise and custom designed graphics created to enhance their business operations, needs, and practices.

System Requirements

- In order to run the system, a server will be required that is capable of running:
 - Apache v2.2+
 - MySQL v5.4+
 - phpMyAdmin v4.1.8
 - PHP v5.4
- Workstations access system via browser.
- Recommended Browser: Chrome v34+
- Supported browsers:
 - Firefox v29
 - Chrome v34+
 - Internet Explorer v11

Setup Instructions

- Installation of Apache, PHP, and MySQL should be performed on the server prior to attempting to install the system.
- A creation script has been provided for the database that can be run using the PHPMyAdmin software to create the database to be used on the server.
- Once the server is running, the website files should be deployed in the assigned folder for the website's files.
- The system should then be ready to accept logins, be populated with data, and begin use.
 - Default Admin Account – Use this account for setup purposes only. Make sure to change the password when finished.
 - Employee ID: 1000
 - Password: password

Detailed Table Descriptions

Bill

Column	Type	Null	Default	Comments
BillID	int(16)	No		Primary Key
BillDate	date	No		
DueDate	date	No		
BillTotal	decimal(15,2)	No		

BillDetails

Column	Type	Null	Default	Comments
BillID	int(16)	No		Primary Key
ResID	int(10)	No		Foreign Key - FacilityReservation
FacRate	int(2)	No		Foreign Key - Rate
FacTotal	decimal(6,2)	No		
InstRate	int(2)	Yes	NULL	Foreign Key - Rate
InstTotal	decimal(6,2)	Yes	NULL	

Category

Column	Type	Null	Default	Comments
CatID	int(3)	No		Primary Key
CatName	varchar(255)	No		

CheckIn

Column	Type	Null	Default	Comments
CheckInID	int(16)	No		Primary Key
ClientID	int(8)	No		Foreign Key - Client
TimeIn	time	No		
TimeOut	time	Yes	NULL	
NumPpl	int(3)	Yes	NULL	

Detailed Table Descriptions

Client

Column	Type	Null	Default	Comments
ClientID	int(8)	No		Primary Key
ClientName	varchar(50)	No		
ClientType	int(2)	No		
ClientAddress	varchar(150)	No		
ClientCity	varchar(50)	No		
ClientState	varchar(2)	No		
ClientZip	varchar(10)	No		
ClientPhone	varchar(12)	No		
ClientEmail	varchar(75)	No		
EmContact1	int(8)	No		Foreign Key - EmergencyContact
EmContact2	int(8)	Yes	NULL	Foreign Key - EmergencyContact

ClientType

Column	Type	Null	Default	Comments
ClientType	int(2)	No		Primary Key
TypeDesc	varchar(255)	No		

CompanyContact

Column	Type	Null	Default	Comments
CoContactID	int(10)	No		Primary Key
CoCName	varchar(255)	No		
CoCPhone	varchar(12)	No		

Detailed Table Descriptions

Contracts

Column	Type	Null	Default	Comments
ContractID	int(8)	No		Primary Key
ContractType	varchar(255)	No		
ContractDesc	varchar(255)	No		
ContractStartDate	date	No		
ContractEndDate	date	Yes	NULL	
ClientID	int(8)	No		Foreign Key - Client

Coupon

Column	Type	Null	Default	Comments
CouponID	int(8)	No		Primary Key
IssueDate	date	No		
ExpDate	date	No		
DescCode	int(3)	No		Foreign Key - CouponDescription

CouponDescription

Column	Type	Null	Default	Comments
DescCode	int(3)	No		Primary Key
DiscPercent	double(3,2)	Yes	NULL	
CoupDesc	varchar(255)	No		

EmergencyContact

Column	Type	Null	Default	Comments
EmContactID	int(8)	No		Primary Key
EmContactName	varchar(100)	No		
EmContactPhone	varchar(12)	No		

Detailed Table Descriptions

EmployeeAccess

Column	Type	Null	Default	Comments
EmpID	int(10)	No		Primary Key
EmpName	varchar(100)	No		
Salt	varchar(20)	No		
Password	varchar(40)	No		
TypeUser	varchar(1)	No		

Facilities

Column	Type	Null	Default	Comments
FacID	int(3)	No		Primary Key
FacType	varchar(255)	No		
RateCode	int(2)	No		Foreign Key - Rate

FacilityReservation

Column	Type	Null	Default	Comments
ResID	int(10)	No		PK
ClientID	int(8)	No		Foreign Key - Client
FacilityID	int(2)	No		Foreign Key - Facilities
EmpID	int(8)	No		
ResDate	date	No		
StartTime	time	No		
EndTime	time	No		
CouponID	int(8)	Yes	NULL	

Detailed Table Descriptions

Instructor

Column	Type	Null	Default	Comments
InstID	int(8)	No		Primary Key
InstFName	varchar(50)	No		
InstLName	varchar(50)	No		
InstAddress	varchar(150)	No		
InstCity	varchar(50)	No		
InstState	varchar(2)	No		
InstZip	varchar(10)	No		
InstPhone	varchar(12)	No		
InstEmail	varchar(75)	No		
RateCode	int(2)	No		Foreign Key - Rate
Status	varchar(1)	No		

InstructorDetails

Column	Type	Null	Default	Comments
InstID	int(8)	No		Primary Key & Foreign Key - Instructor
TypeID	int(8)	No		Primary Key & Foreign Key - <u>InstructorType</u>

InstructorReservation

Column	Type	Null	Default	Comments
InstID	int(8)	No		Primary Key & Foreign Key - Instructor
ResID	int(10)	No		Primary Key & Foreign Key - <u>FacilityReservation</u>
StartTime	time	No		
EndTime	time	No		

Detailed Table Descriptions

InstructorType

Column	Type	Null	Default	Comments
TypeID	int(8)	No		Primary Key
Sport	varchar(255)	No		

Inventory

Column	Type	Null	Default	Comments
InvID	int(8)	No		Primary Key
ProdID	int(8)	No		Foreign Key - Products
LocCode	int(3)	No		Foreign Key - Location
QoH	int(4)	No		
QoO	int(4)	No		
ReorderLevel	int(4)	No		
TargetLevel	int(4)	No		
Retailprice	decimal(15,2)	No		

Location

Column	Type	Null	Default	Comments
LocCode	int(3)	No		Primary Key
LocName	varchar(255)	No		

Notice

Column	Type	Null	Default	Comments
NoticeID	int(1)	No		Primary Key
NoticeContent	longtext	Yes	NULL	

Detailed Table Descriptions

PaymentMethod

Column	Type	Null	Default	Comments
PayMethID	int(2)	No		Primary Key
PayMethType	varchar(255)	No		

Payments

Column	Type	Null	Default	Comments
PmntID	int(16)	No		PrimaryKey
BillID	int(8)	Yes	NULL	Foreign Key - Bill *
SaleID	int(1)	Yes	NULL	Foreign Key - Sales *
CreditReceiptNum	int(24)	Yes	NULL	+
PayMethID	int(2)	No		Foreign Key - <u>PayementMethod</u>
CheckNum	int(8)	Yes	NULL	^
PmntDate	date	No		
PmntAmt	decimal(6,2)	No		

*One is needed not both

+ Only needed if Payment method is Credit Card

^ Only needed if Payment Method is Check

Products

Column	Type	Null	Default	Comments
ProdID	int(8)	No		Primary Key
VendID	int(8)	No		Foreign Key - Vendor
CatID	int(3)	No		Foreign Key - Category
Description	varchar(255)	No		
<u>UnitsMeasure</u>	int(4)	No		
<u>UnitCost</u>	decimal(15,2)	No		

Detailed Table Descriptions

PurchaseOrderDetails

Column	Type	Null	Default	Comments
PolID	int(16)	No		Primary Key
ProdID	int(8)	No		Foreign Key - Products
UnitCost	decimal(6,2)	No		
Quantity	int(4)	No		

PurchaseOrders

Column	Type	Null	Default	Comments
PolID	int(16)	No		Primary Key
VendID	int(8)	No		Foreign Key - Vendor
TaxID	int(1)	No		Foreign Key - Tax
TotalPrice	decimal(6,2)	No		
OrderDate	date	No		
OrderReceived	date	Yes	NULL	

Rate

Column	Type	Null	Default	Comments
RateCode	int(2)	No		Primary Key
Rate	decimal(15,2)	No		
RateType	varchar(2)	No		

SaleDetails

Column	Type	Null	Default	Comments
SaleID	int(16)	No		Primary Key
ProductID	int(8)	No		Foreign Key - Products
UnitPrice	decimal(6,2)	No		
Quantity	int(4)	No		
CouponID	int(8)	Yes	NULL	Foreign Key - Coupon

Detailed Table Descriptions

Sales

Column	Type	Null	Default	Comments
SaleID	int(16)	No		Primary Key
ClientID	int(8)	No		Foreign Key - Client
TaxID	int(1)	No		Foreign Key - Tax
TotalPrice	decimal(6,2)	No		
SaleDate	date	No		
SaleFulfilled	date	Yes	NULL	

Tax

Column	Type	Null	Default	Comments
TaxID	int(1)	No		Primary Key
TaxRate	decimal(3,3)	No		

Vendor

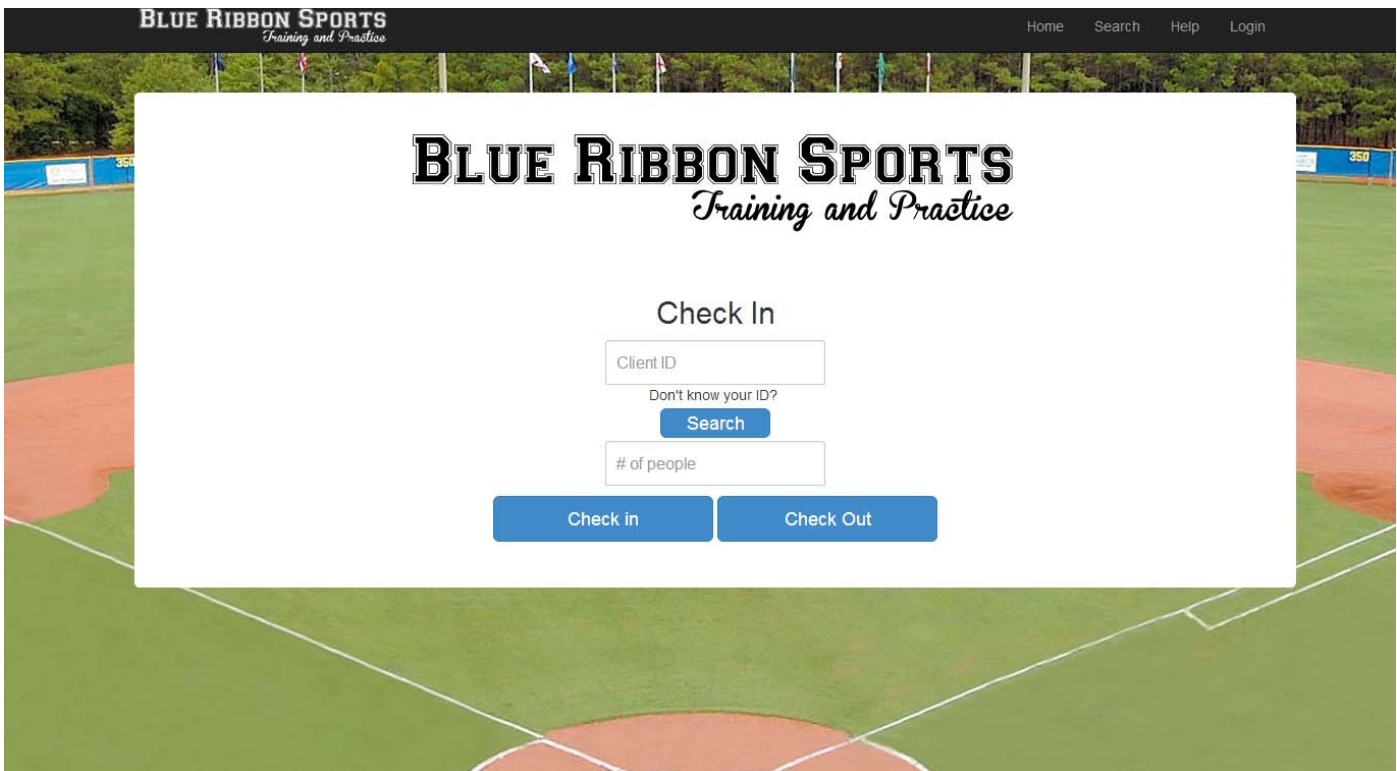
Column	Type	Null	Default	Comments
VendID	int(8)	No		Primary Key
VendName	varchar(100)	No		
VendAddress	varchar(150)	No		
VendCity	varchar(50)	No		
VendState	varchar(2)	No		
VendZip	varchar(10)	No		
VendPhone	varchar(12)	No		
CoContactID	int(10)	No		Foreign Key - <u>CompanyContact</u>

BLUE RIBBON SPORTS
Training and Practice
System User Manual

Check-in/Check-out

Check-in / Check-out

The Client Check in screen is used to check clients into and out of the facility.

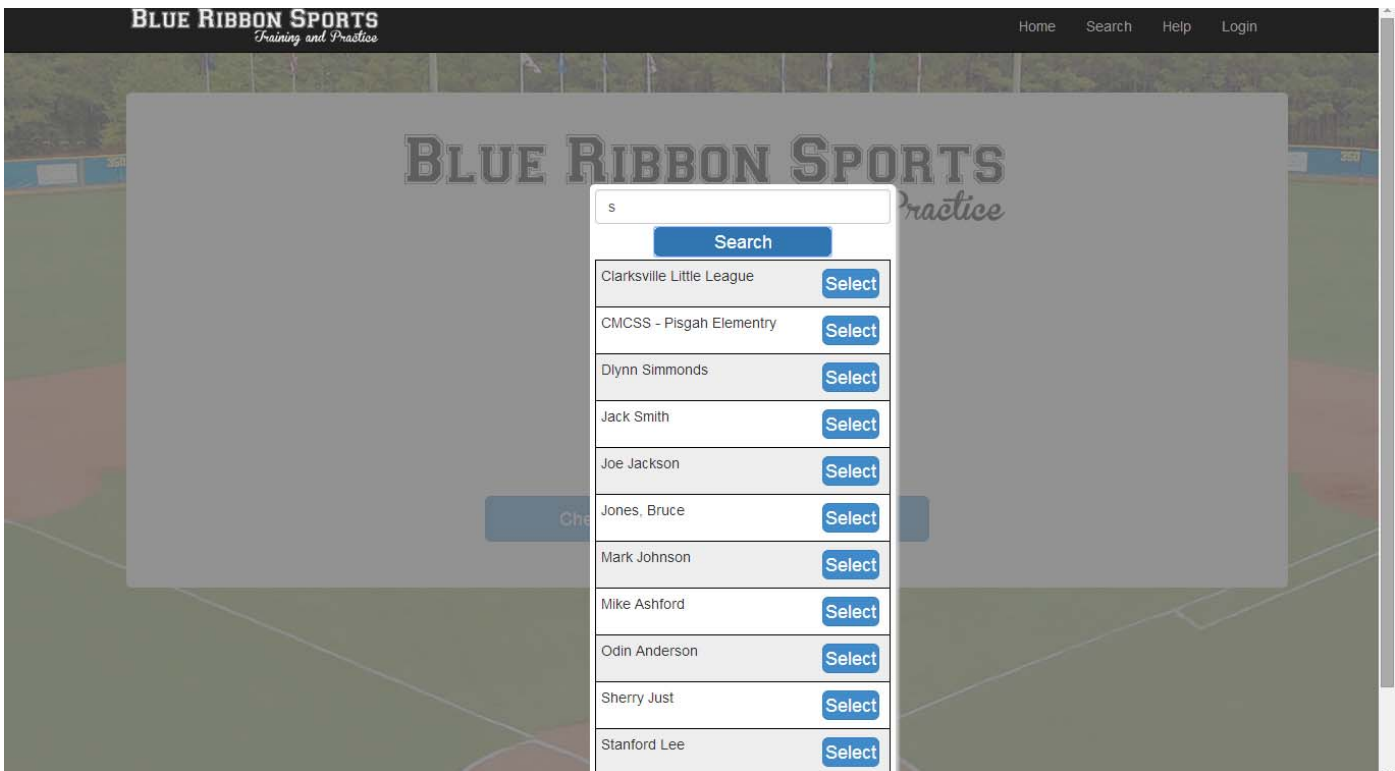


The screenshot shows the Blue Ribbon Sports website interface. At the top, there is a dark navigation bar with the text "BLUE RIBBON SPORTS" and "Training and Practice" on the left, and links for "Home", "Search", "Help", and "Login" on the right. The main content area features a large white overlay with the "BLUE RIBBON SPORTS" logo and "Training and Practice" tagline. Below the logo, the text "Check In" is displayed. There is a text input field labeled "Client ID" with a "Search" button below it. A link "Don't know your ID?" is also present. Below the "Client ID" field is another text input field labeled "# of people". At the bottom of the overlay are two blue buttons: "Check in" and "Check Out". The background of the website is a photograph of a baseball field.

1. To check in, a client should enter their ID and the number of people in their group.
2. Once complete, click the Check In button.
3. To check out, a client should once again enter their ID.
4. Once complete, click the Check Out button.

Check-in Client Search

The Check-in Client Search allows for searching for an existing Client ID when a client is being checked-in.



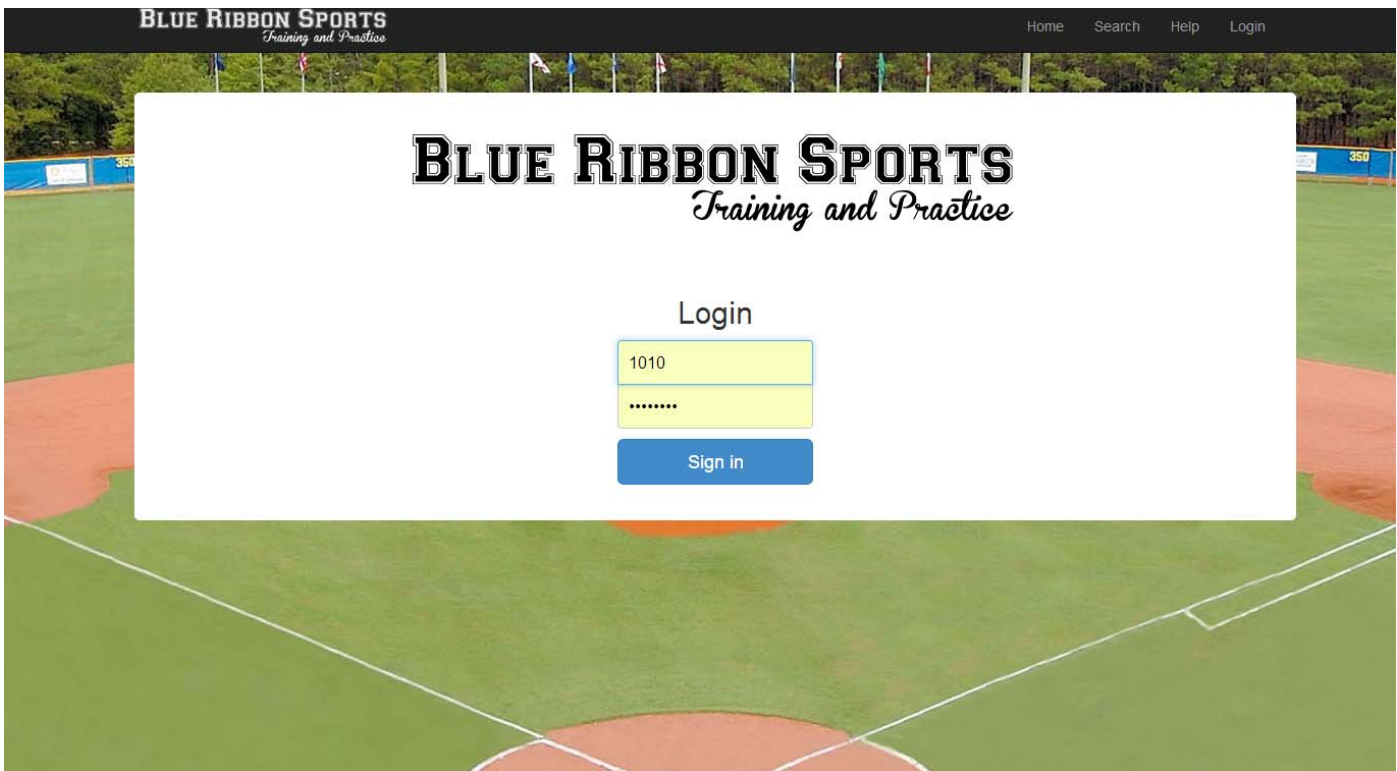
1. After clicking the Search button, a search field and button will appear.
2. Type in the name of the desired client and click Search.
3. A list of matching clients will be displayed. To enter the matching ID for the desired client, click the Select button next to that client's name.

BLUE RIBBON SPORTS
Training and Practice
System User Manual

Employee Access Section

Login

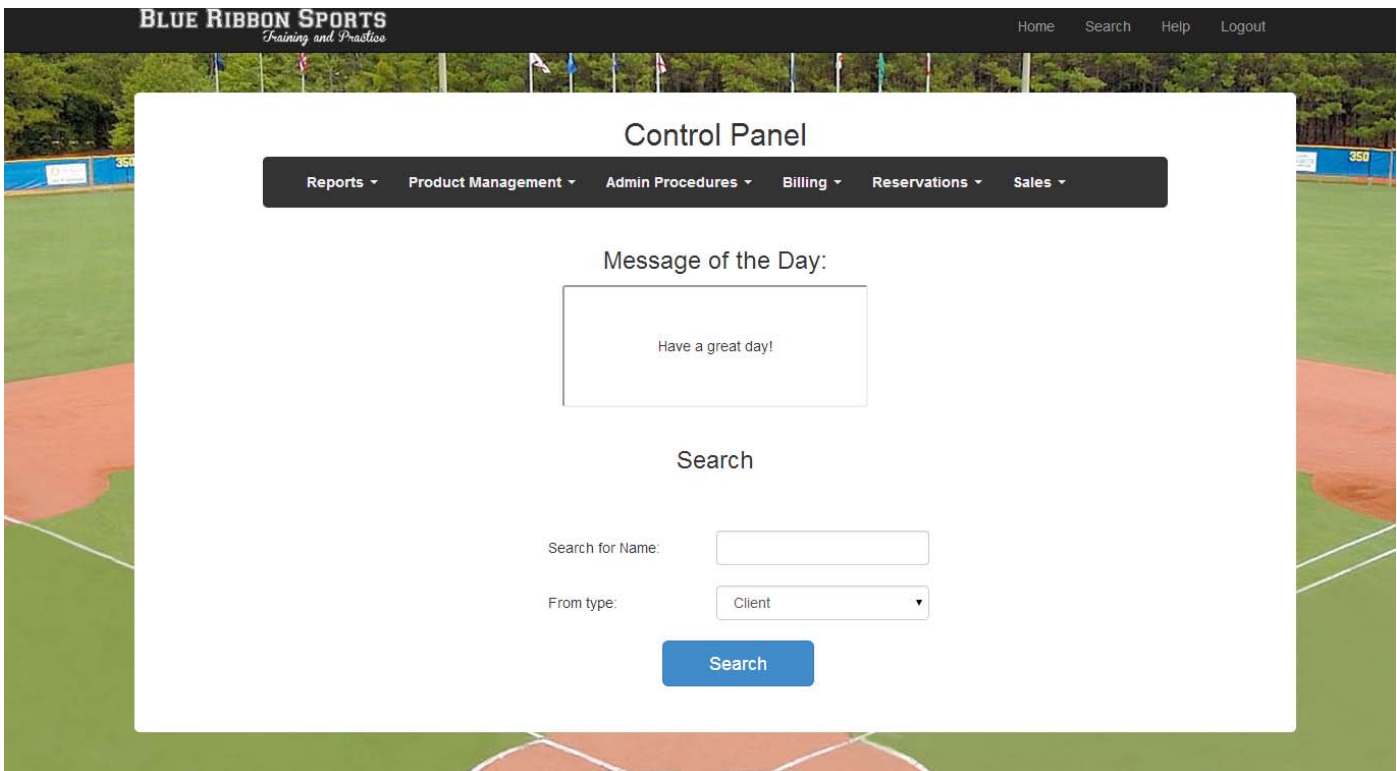
The Log In screen allows for entry into the system. The access type associated with the login ID will determine the authorized level of access. (I.E. Manager or Employee)

The screenshot shows a web browser displaying the 'BLUE RIBBON SPORTS' login page. The page has a dark header with the site name and navigation links (Home, Search, Help, Login). The main content area features a large white box with the 'BLUE RIBBON SPORTS' logo and the tagline 'Training and Practice'. Below the logo, the word 'Login' is centered. There are two input fields: the first contains the text '1010' and the second contains a series of dots representing a password. A blue 'Sign in' button is positioned below the password field. The background of the page is a photograph of a baseball field.

1. Enter your Employee ID and Password into the Employee ID and Password fields.
2. Click "Sign in."
3. If your Employee ID and Password are correct, the Control Panel for your user will be shown. If your Employee ID or Password are incorrect, you will be shown an error and asked to re-enter the information.
4. If your Employee ID has been terminated, you will be informed and must contact a manager.

Control Panel

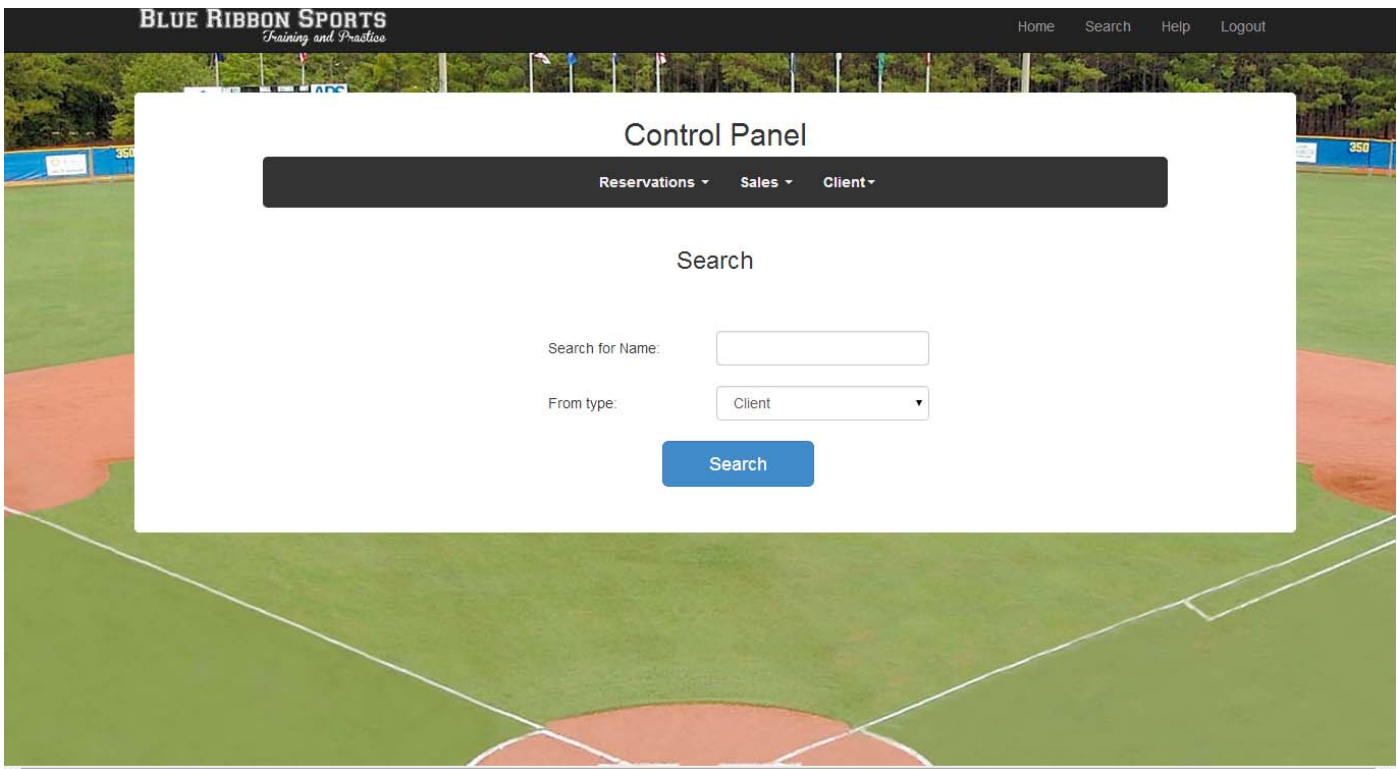
The Control Panel is the screen displayed after a successful login to the system. From this screen the user can navigate to all the part of the systems they have access to.



1. When logged in, the Home page will be the Control Panel. The System Message of the Day will be displayed, as well as a Search (Page 21).
2. In order to use the search, enter a search term in the Search for Name field, and select the type of item being searched for from the dropdown menu. Click Search to be sent to the Search Results page (Page 22-27).
3. In order to perform a system operation, use the navigation bar to select the desired operation.

Employee - Search

The Employee Search screen allows for searching by name for Client, Reservation by Client, Reservation by Instructor, Bill by Client, Product or Inventory

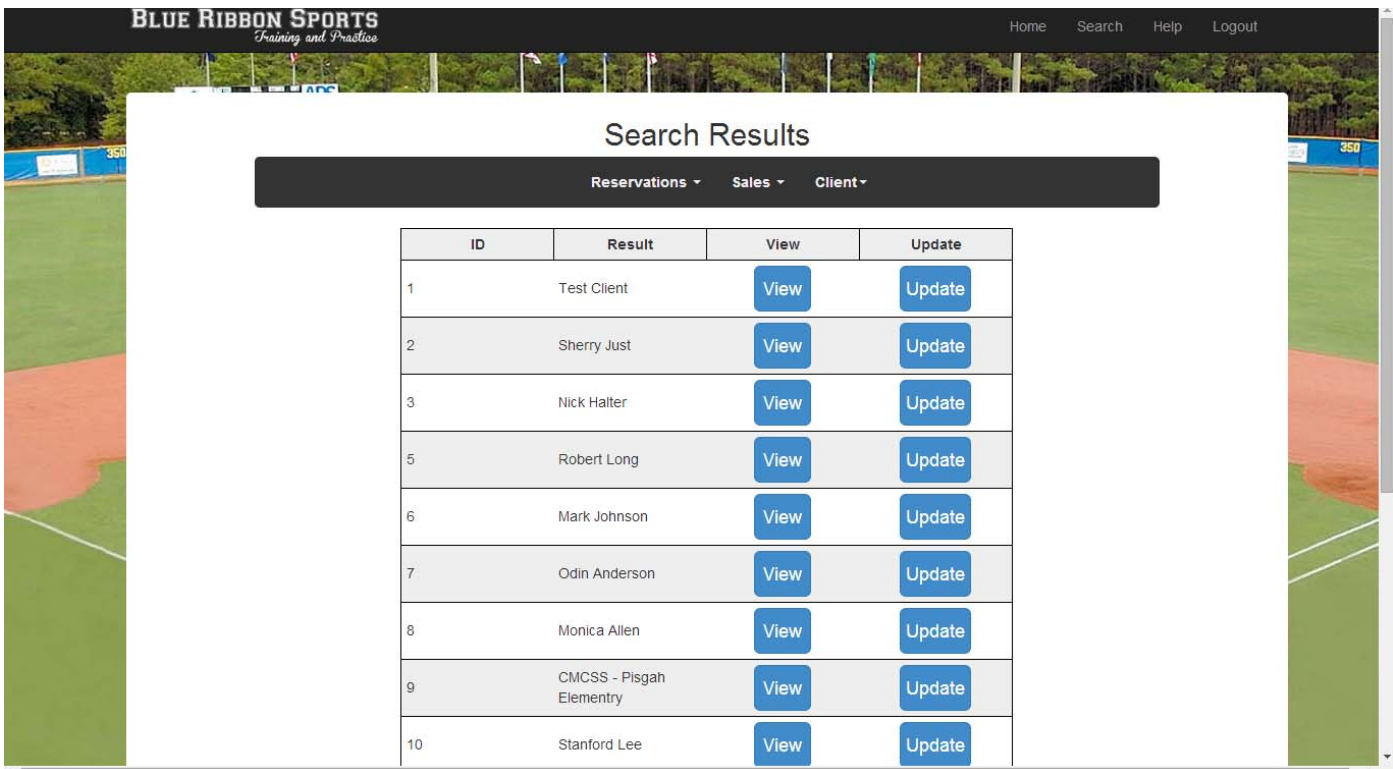


The screenshot shows a web application interface for "BLUE RIBBON SPORTS" with the tagline "Training and Practice". The background is a baseball field. A "Control Panel" overlay is centered, featuring a dark navigation bar with "Reservations", "Sales", and "Client" options. Below this is a "Search" section with a text input field labeled "Search for Name:", a dropdown menu labeled "From type:" with "Client" selected, and a blue "Search" button.

1. Depending on the type of search you wish to perform, select an option from the "From type:" dropdown, such as searching for a particular Client or Product.
2. Type the name of the desired client, instructor, product, or other record you wish to find, and click the "Search" button to be directed to the appropriate Search results page.

Search Bill by Client

The Search Bill by Client allows for Locating a bill (invoice) by Client name.



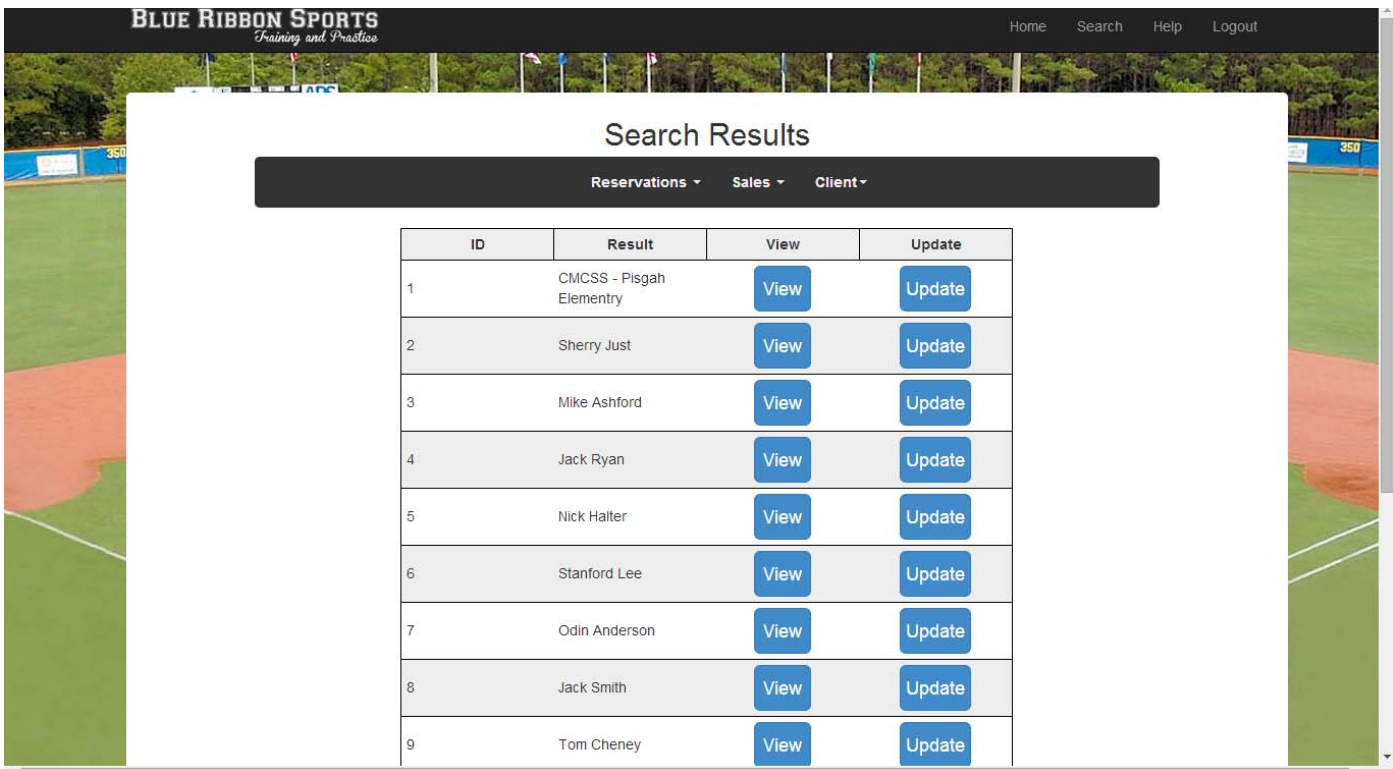
The screenshot shows a web application interface for 'BLUE RIBBON SPORTS'. The header includes the company name and navigation links: Home, Search, Help, and Logout. A 'Search Results' modal is open, displaying a table of client search results. The table has four columns: ID, Result, View, and Update. It lists 10 results, each with a 'View' and 'Update' button. The background of the website shows a baseball field.

ID	Result	View	Update
1	Test Client	View	Update
2	Sherry Just	View	Update
3	Nick Halter	View	Update
5	Robert Long	View	Update
6	Mark Johnson	View	Update
7	Odin Anderson	View	Update
8	Monica Allen	View	Update
9	CMCSS - Pisgah Elementary	View	Update
10	Stanford Lee	View	Update

1. The list of clients best matching the search string provided will be displayed in table format.
2. For each available client and invoice, a View and Update button are provided, allowing you to View more information about the bill, or update the details of it.

Search Client

The Search Client screen allows for finding a Client Id by searching by the clients name.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Search Results

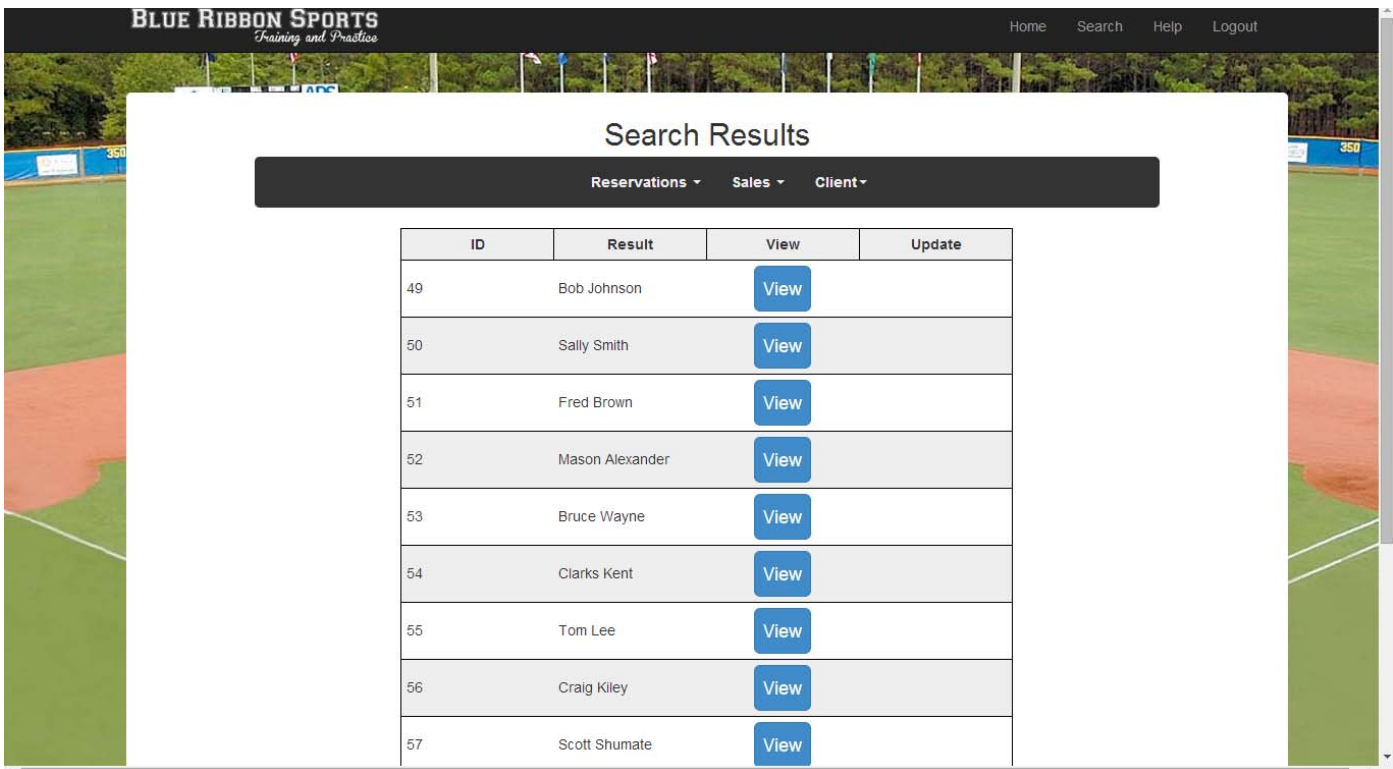
Reservations Sales Client

ID	Result	View	Update
1	CMCSS - Pisgah Elementary	View	Update
2	Sherry Just	View	Update
3	Mike Ashford	View	Update
4	Jack Ryan	View	Update
5	Nick Haller	View	Update
6	Stanford Lee	View	Update
7	Odin Anderson	View	Update
8	Jack Smith	View	Update
9	Tom Cheney	View	Update

1. The list of clients best matching the search string provided will be displayed in table format.
2. For each available client, a View and Update button are provided, allowing you to View more information about the client (Page 36), or update the details of it (Page 37).

Search Instructor

The Search Instructor screen allows for finding an Instructor Id by searching by the instructors name.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Search Results

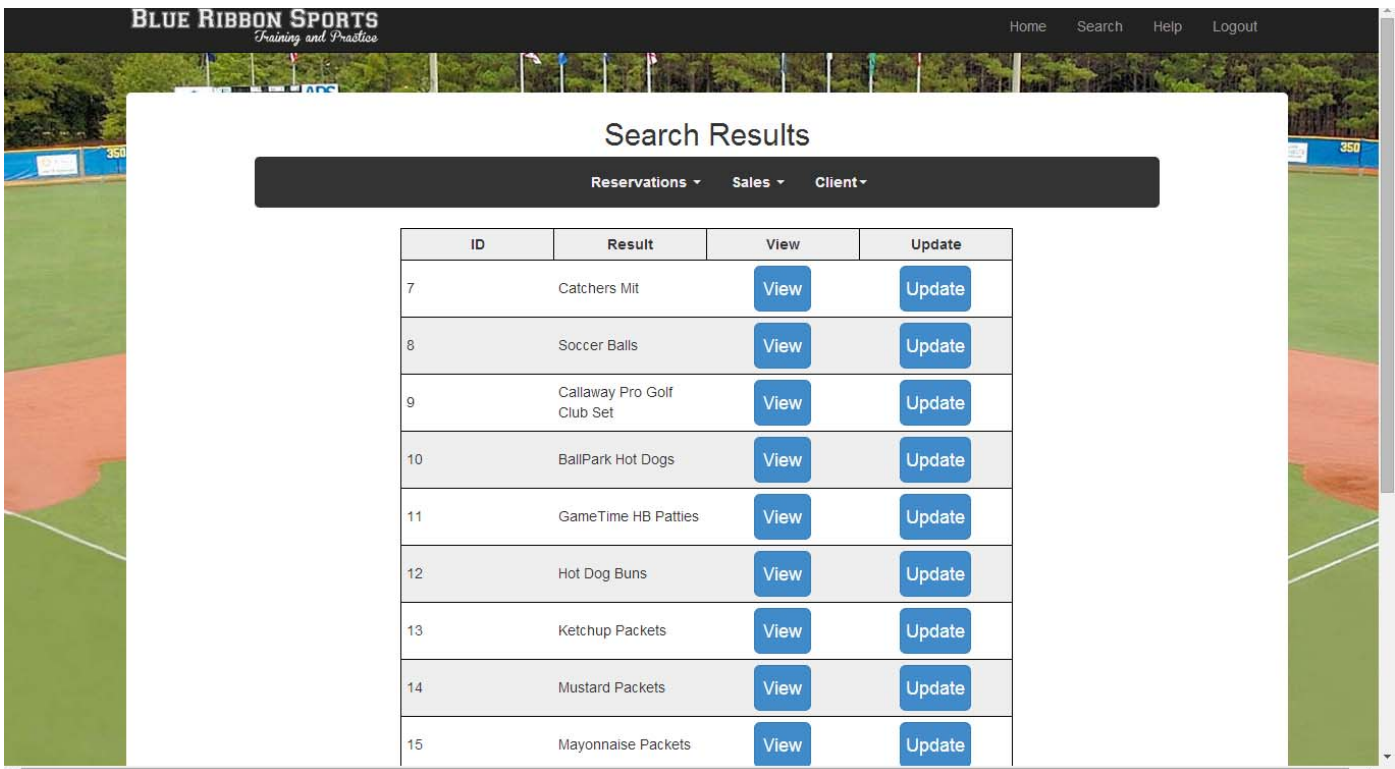
Reservations ▾ Sales ▾ Client ▾

ID	Result	View	Update
49	Bob Johnson	View	
50	Sally Smith	View	
51	Fred Brown	View	
52	Mason Alexander	View	
53	Bruce Wayne	View	
54	Clarks Kent	View	
55	Tom Lee	View	
56	Craig Kiley	View	
57	Scott Shumate	View	

1. The list of instructors best matching the search string provided will be displayed in table format.
2. For each available instructor, a View button is provided, allowing you to View more information about the instructor.

Search Products

The Search Products screen allows for locating a Product Id by searching by the product name.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Search Results

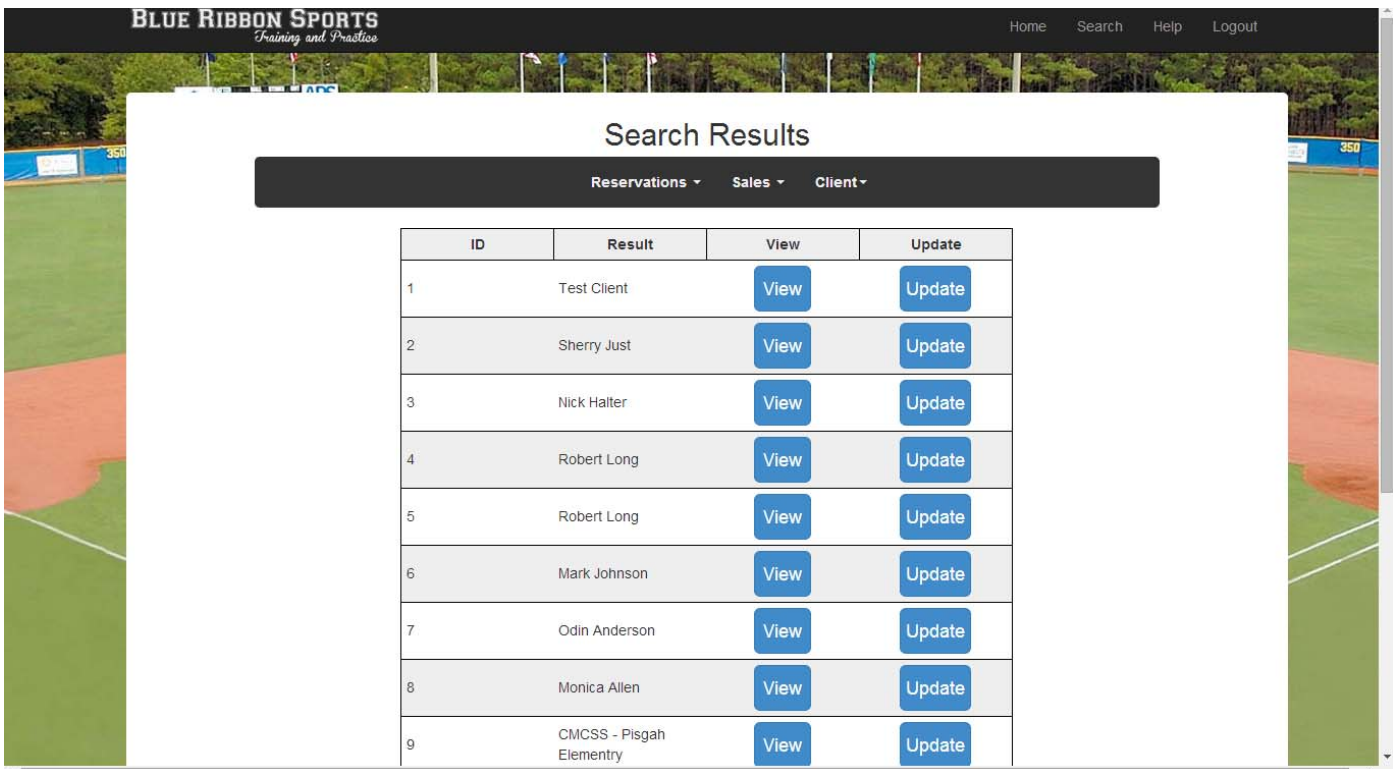
Reservations ▾ Sales ▾ Client ▾

ID	Result	View	Update
7	Catchers Mit	View	Update
8	Soccer Balls	View	Update
9	Callaway Pro Golf Club Set	View	Update
10	BallPark Hot Dogs	View	Update
11	GameTime HB Patties	View	Update
12	Hot Dog Buns	View	Update
13	Ketchup Packets	View	Update
14	Mustard Packets	View	Update
15	Mayonnaise Packets	View	Update

1. The list of products best matching the search string provided will be displayed in table format.
2. For each available product, a View and Update button are provided, allowing you to View more information about the product, or update the details of it.

Search Reservation by Client

The Search Reservation by Client allows for locating a reservation id by searching by client name.



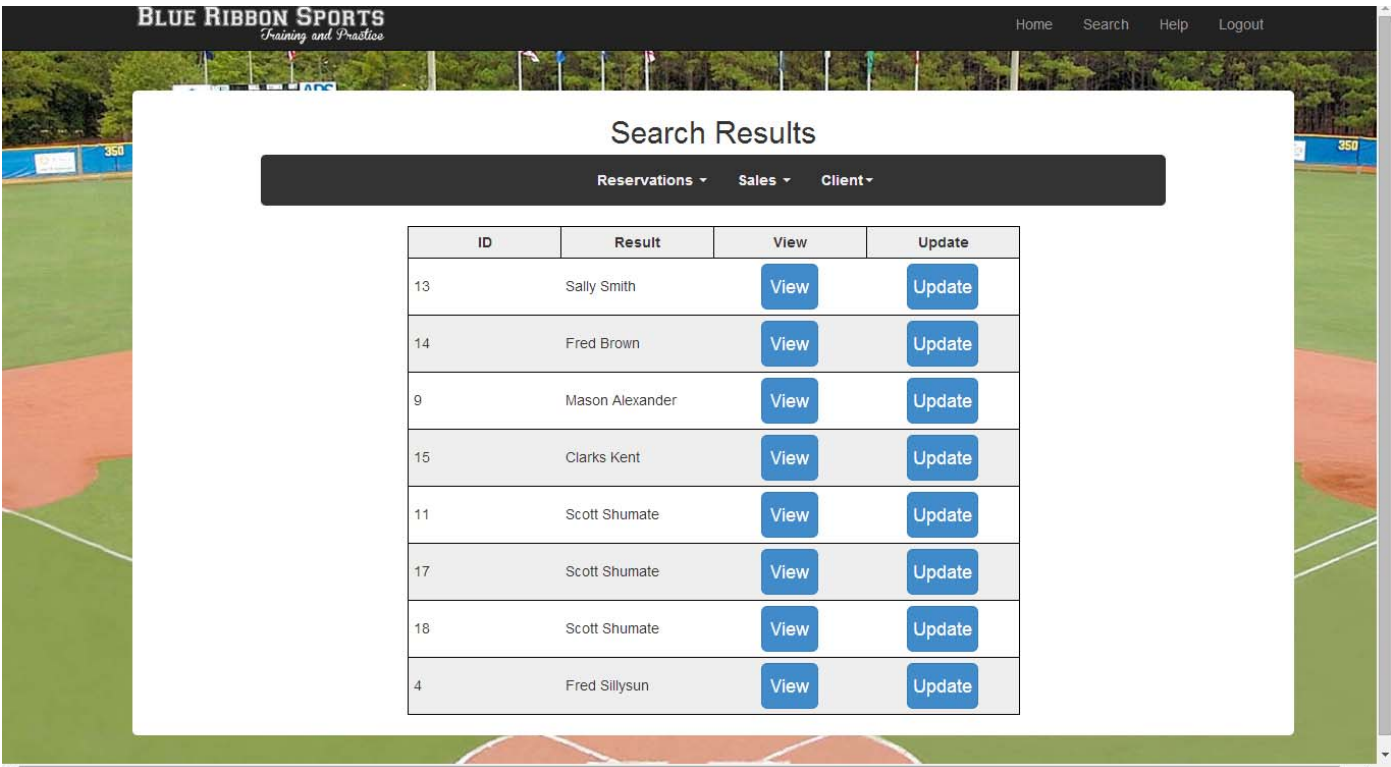
The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The navigation bar includes links for Home, Search, Help, and Logout. A modal window titled 'Search Results' is displayed, featuring a dark header with tabs for 'Reservations', 'Sales', and 'Client'. The 'Client' tab is selected, showing a table of search results. The table has four columns: ID, Result, View, and Update. It lists nine clients, each with a corresponding 'View' and 'Update' button.

ID	Result	View	Update
1	Test Client	View	Update
2	Sherry Just	View	Update
3	Nick Halter	View	Update
4	Robert Long	View	Update
5	Robert Long	View	Update
6	Mark Johnson	View	Update
7	Odin Anderson	View	Update
8	Monica Allen	View	Update
9	CMCSS - Pisgah Elementary	View	Update

1. The list of clients best matching the search string provided will be displayed in table format.
2. For each available client and reservation, a View and Update button are provided, allowing you to View more information about the reservation (Page 31), or update the details of it (Page 32).

Search Reservation by Instructor

The Search Reservation by Instructor allows for locating a reservation id by searching by instructor name.



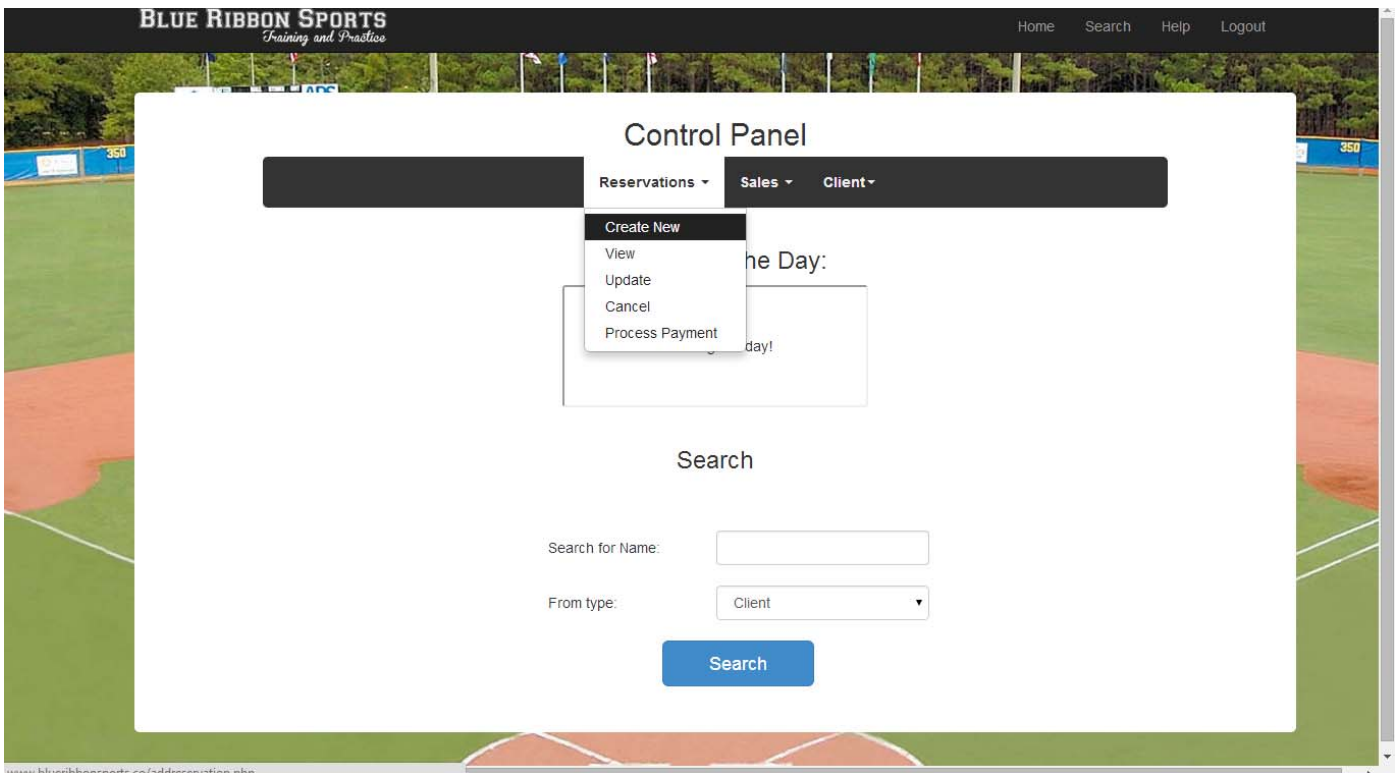
The screenshot shows the Blue Ribbon Sports website with a search results overlay. The overlay has a title 'Search Results' and a navigation bar with 'Reservations', 'Sales', and 'Client' tabs. Below the tabs is a table with 4 columns: ID, Result, View, and Update. The table contains 8 rows of reservation data, each with a 'View' and 'Update' button.

ID	Result	View	Update
13	Sally Smith	View	Update
14	Fred Brown	View	Update
9	Mason Alexander	View	Update
15	Clarks Kent	View	Update
11	Scott Shumate	View	Update
17	Scott Shumate	View	Update
18	Scott Shumate	View	Update
4	Fred Sillysun	View	Update

1. The list of instructors best matching the search string provided will be displayed in table format.
2. For each available instructor and reservation, a View and Update button are provided, allowing you to View more information about the reservation (Page 31), or update the details of it (Page 32).

User – Reservations Dropdown

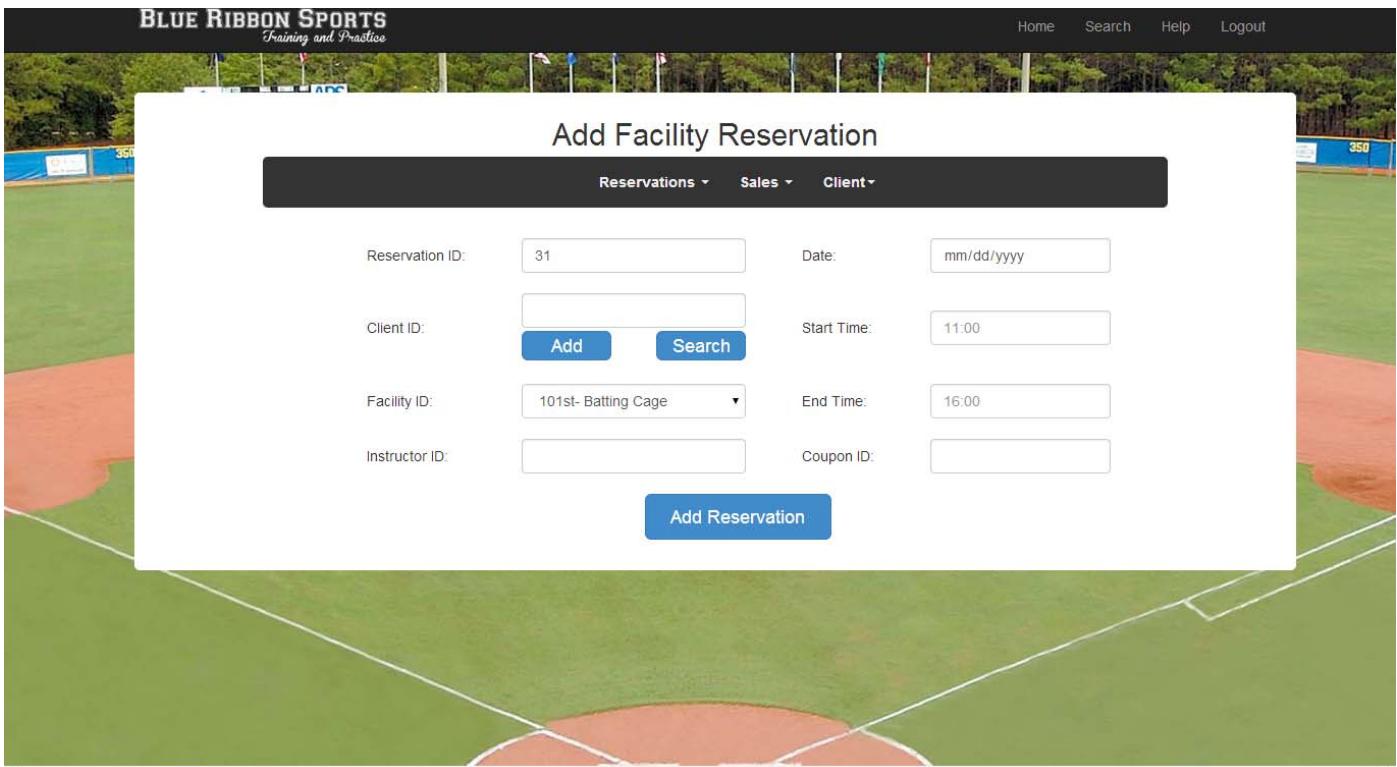
The Reservations section of the navigation bar provides access to the reservation functions contained within the system, such as creating and deleting reservations, broken down into five links.



1. To access the Reservations dropdown, click on Reservations on the Navigation Panel bar.
2. If a small gray triangle is listed to the right of the item in the dropdown, it contains further menu options. Hover over the category to see more options.
3. Click on the desired page to navigate to it.

Add Reservation

The Add Reservation screen allows for the entry of a new reservation into the system.



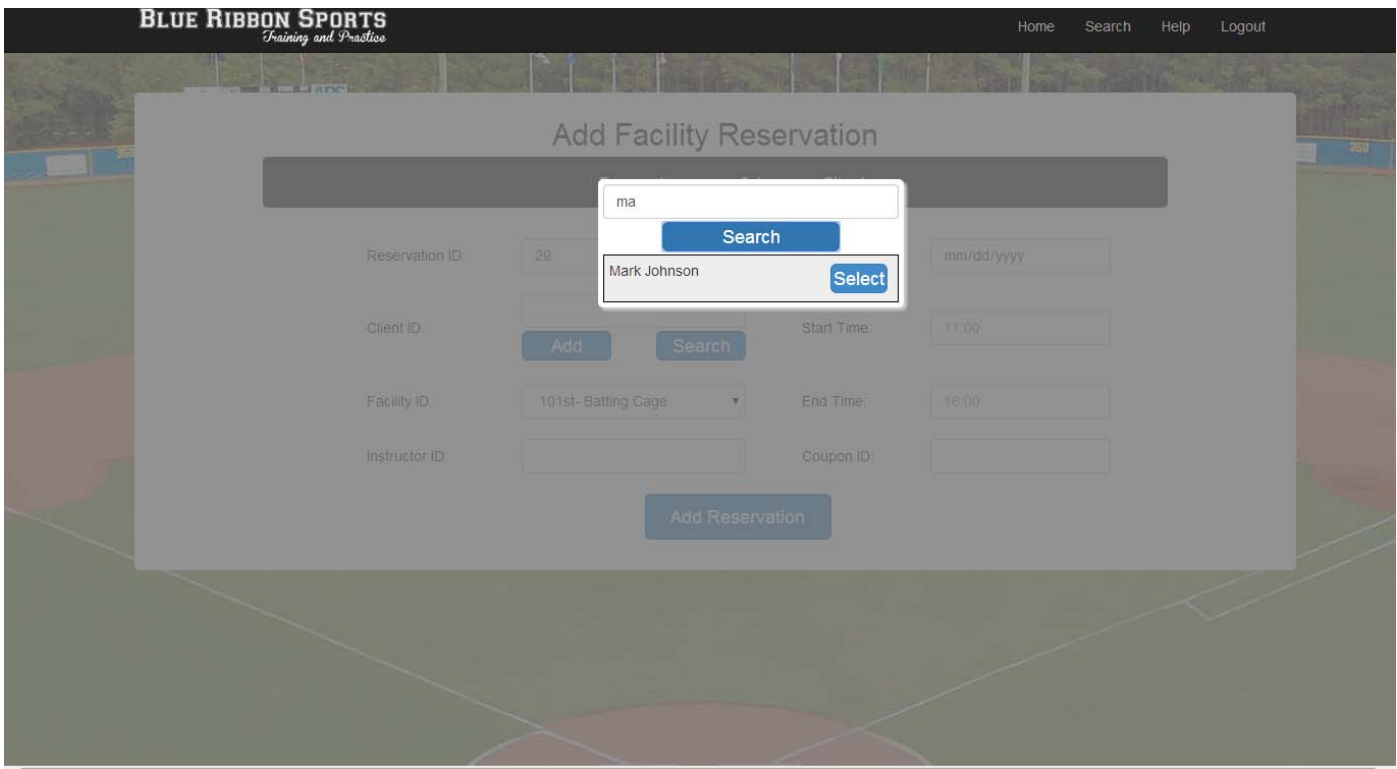
The screenshot shows the 'Add Facility Reservation' form on the Blue Ribbon Sports website. The form is overlaid on a background image of a baseball field. The form has a dark header bar with the title 'Add Facility Reservation' and three tabs: 'Reservations' (selected), 'Sales', and 'Client'. Below the header, the form contains several input fields and buttons. The 'Reservation ID' field is pre-filled with '31'. The 'Date' field has a placeholder 'mm/dd/yyyy'. The 'Client ID' field is empty, with 'Add' and 'Search' buttons below it. The 'Facility ID' field is a dropdown menu showing '101st- Batting Cage'. The 'Instructor ID' field is empty. The 'Start Time' field is pre-filled with '11:00'. The 'End Time' field is pre-filled with '16:00'. The 'Coupon ID' field is empty. A large blue 'Add Reservation' button is at the bottom of the form.

Field	Value
Reservation ID	31
Date	mm/dd/yyyy
Client ID	
Facility ID	101st- Batting Cage
Instructor ID	
Start Time	11:00
End Time	16:00
Coupon ID	

1. The next available Reservation ID will be populated into the form. You must then enter a Client ID, Facility ID, Date, Start Time, and End Time. If requested, an Instructor ID and Coupon ID can be entered to be applied to the reservation.
2. If the Client ID for the sale does not yet exist, click the "Add" button to be sent to the Add Client screen. If the user does not know their ID, click the Search button (See Page 38)
3. Once complete, click "Add Reservation" to create the Reservation.
4. If any required field is left blank, you will be prompted before you the Add Reservation button will function.

Add Reservation Client Search

The Add Reservation Client Search allows for searching for an existing Client ID when creating a new reservation.



The screenshot shows the 'Add Facility Reservation' form on the 'BLUE RIBBON SPORTS' website. The form includes fields for Reservation ID, Client ID, Facility ID, Instructor ID, Start Time, End Time, and Coupon ID. A modal window is open over the Client ID field, showing a search input with 'ma' and a 'Search' button. Below the search input, a list of matching clients is displayed, with 'Mark Johnson' and a 'Select' button visible. The background of the form is a blurred image of a baseball field.

1. After clicking the Search button, a search field and button will appear.
2. Type in the name of the desired client and click Search.
3. A list of matching clients will be displayed. To enter the matching ID for the desired client, click the Select button next to that client's name.

View Reservation

The View Reservation screen displays the Reservation ID, Facility ID, Reservation Date, Start Time, End Time, Client ID, Instructor ID (if applicable), Coupon ID (if applicable) and paid field for the selected reservation. From this screen you can navigate to the update reservation screen if needed.

The screenshot shows the 'View Facility Reservation' interface. At the top, there's a navigation bar with 'Home', 'Search', 'Help', and 'Logout'. Below this, a dark bar contains 'Reservations', 'Sales', and 'Client' with dropdown arrows. A search bar labeled 'Search by ID:' is followed by a 'Search' button. Below the search bar is a table displaying reservation details:

Reservation ID:	3	Date:	2014-04-15
Client ID:	5	Start Time:	02:00:00
Facility ID:	6	End Time:	04:00:00
Instructor ID:		Coupon ID:	0
Paid? No.			

Below the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To search for a specific reservation, enter the Reservation ID in the Search by ID field and click Search. To browse forward and backward through reservations, click on the Next and Previous buttons.
2. If the details of a selected reservation need to be updated, click on the Update button to be sent to the Update Reservation screen (Page 32) for this reservation.

Update Reservation

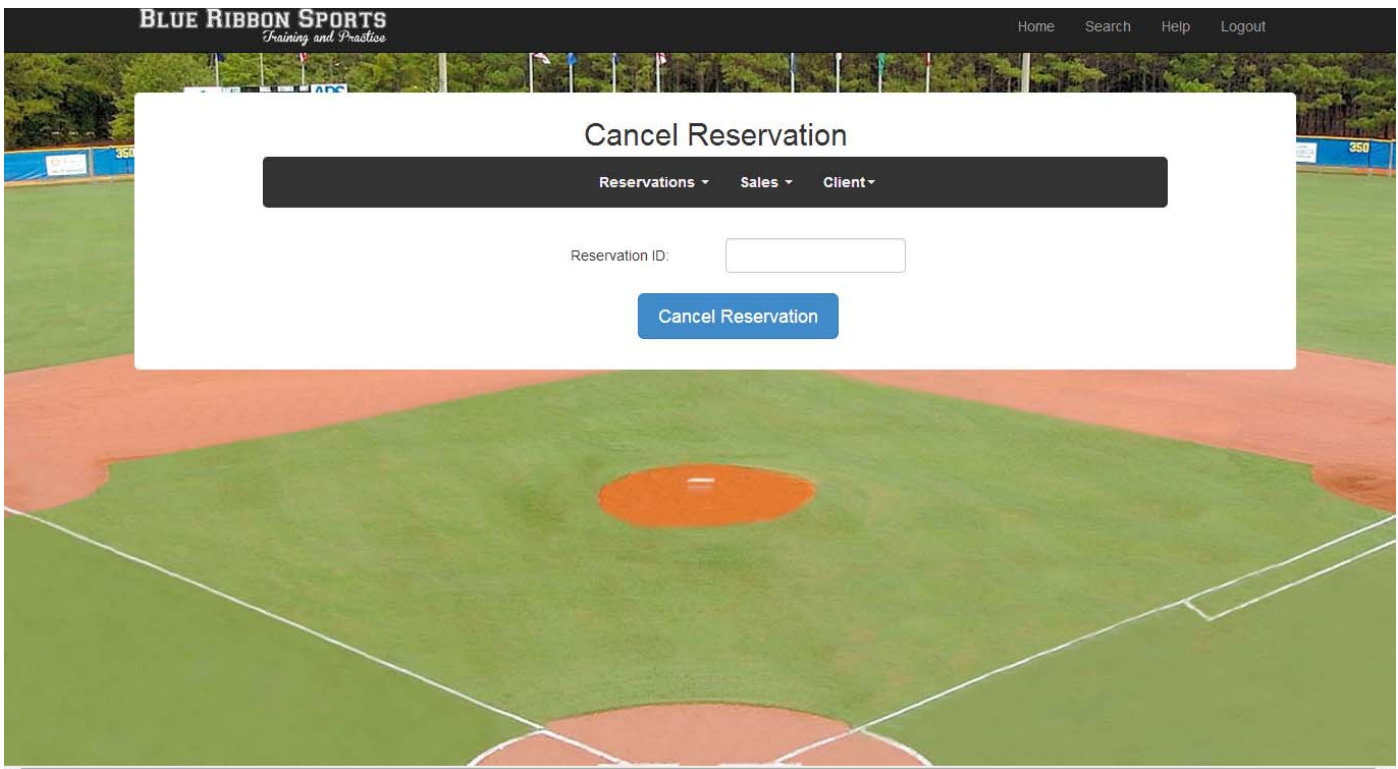
The Update Reservation screen displays the Reservation ID, Facility ID, Reservation Date, Start Time, End Time, Client ID, Instructor ID (if applicable), Coupon ID (if applicable) and paid field for the selected reservation in an editable format.

The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A white modal window titled 'Update Facility Reservation' is centered. At the top of the modal is a dark navigation bar with 'Reservations', 'Sales', and 'Client' dropdown menus. Below this is a 'Search by ID:' label with a text input field and a blue 'Search' button. The main form area contains several input fields: 'Reservation ID:', 'Date:' (with a date format hint 'mm/dd/yyyy'), 'Client ID:', 'Start Time:', 'Facility ID:' (a dropdown menu currently showing '101st- Batting Cage'), 'End Time:', 'Instructor ID:', and 'Coupon ID:'. At the bottom of the modal is a large blue button labeled 'Update Reservation'.

1. To update an existing reservation, enter the Reservation ID in the “Search by ID” field and click “Search.”
2. The Reservation’s current information will be loaded into the form.
3. Perform any required updates and then click Update Reservation.
4. If any required fields are left blank, you will be prompted to enter them before the “Update Reservation” button will work.

Cancel Reservation

The Cancel Reservation screen allows for deleting (cancelling) an existing reservation.

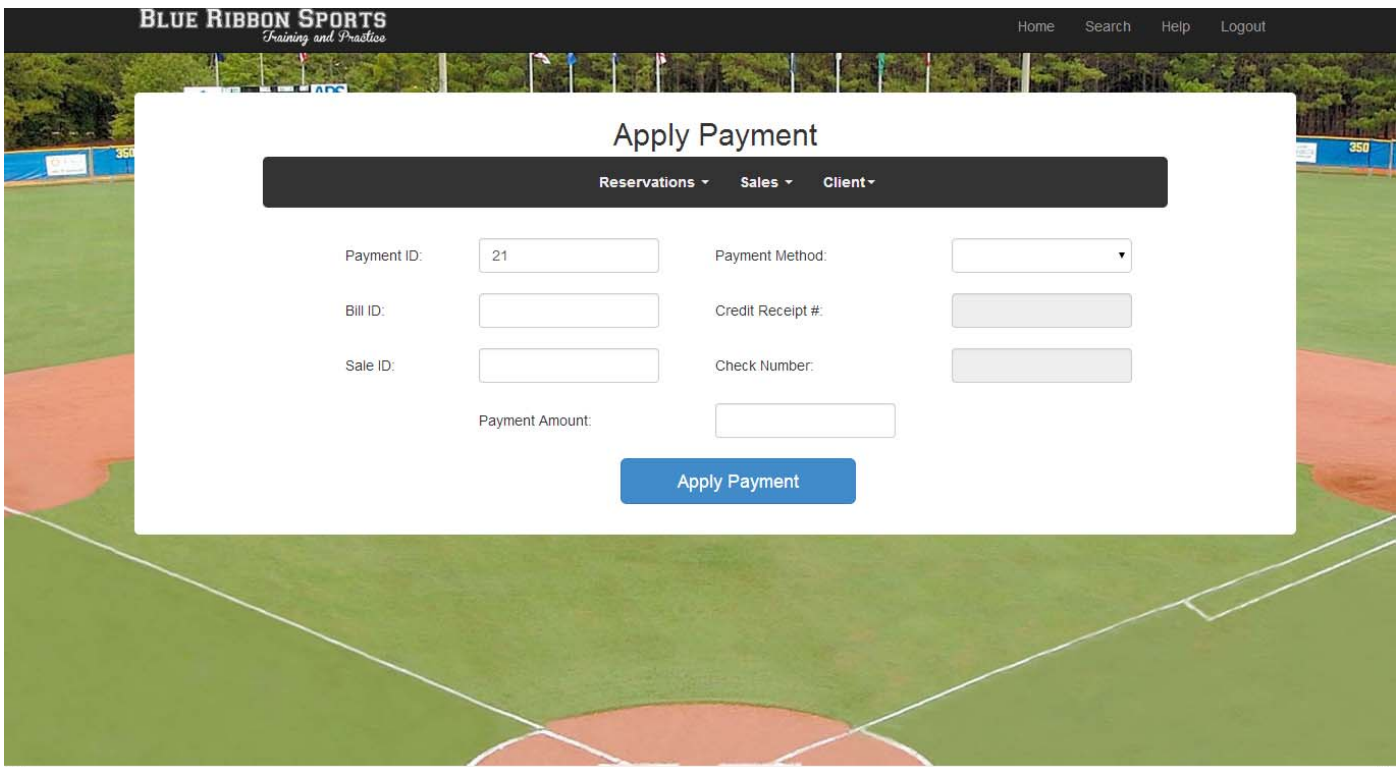


The screenshot shows a web browser displaying the 'Cancel Reservation' screen. The background is a baseball field. A white modal window is centered on the screen. At the top of the modal, the title 'Cancel Reservation' is displayed. Below the title is a dark grey navigation bar with three dropdown menus: 'Reservations', 'Sales', and 'Client'. Under the 'Reservations' dropdown, the text 'Reservation ID:' is followed by a text input field. Below the input field is a blue button labeled 'Cancel Reservation'.

1. To cancel a reservation, enter the Reservation ID into the Reservation ID field and click on Cancel Reservation.

Apply Payment

The Apply Payments screen allows for entry of a payment received for an Invoice, Special Order or In-Stock Sale into the system.

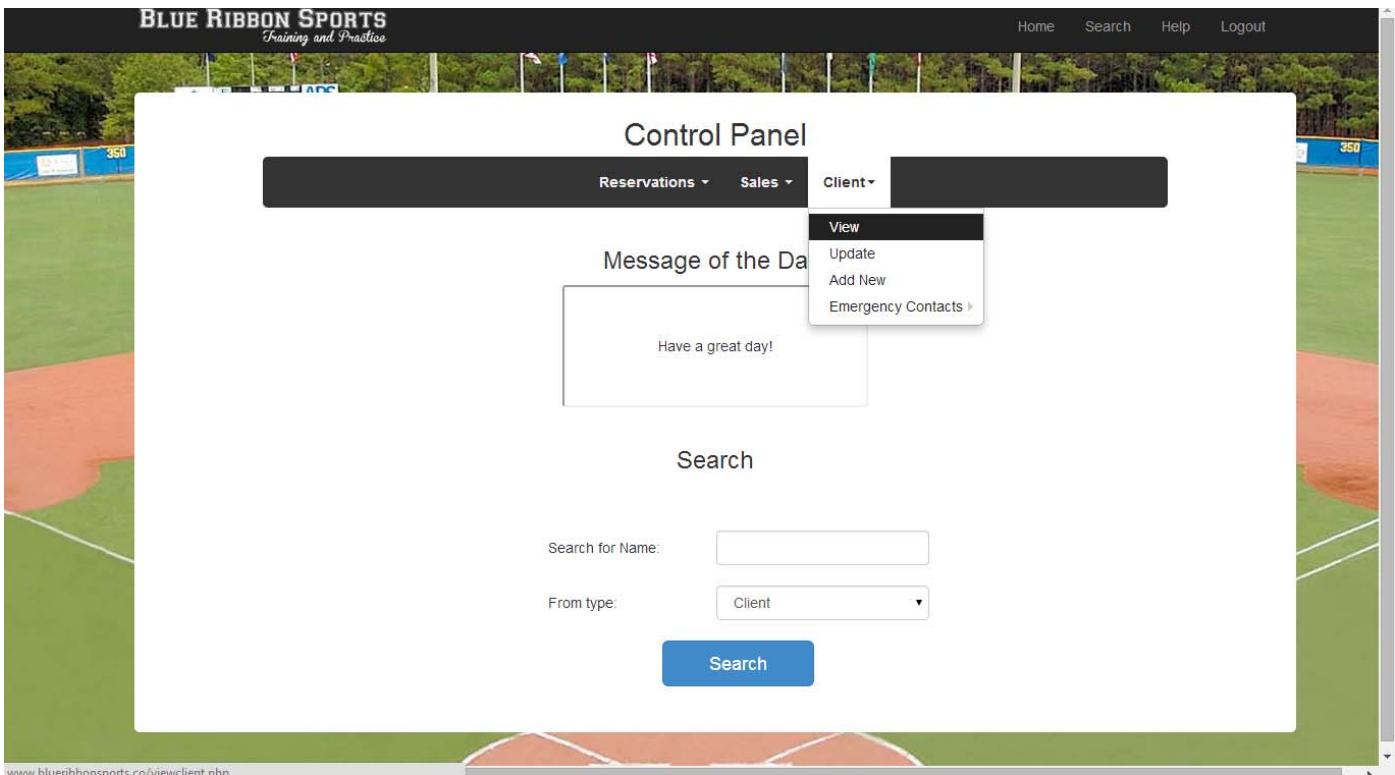


The screenshot shows the 'Apply Payment' form within the Blue Ribbon Sports system. The form is overlaid on a background image of a baseball field. At the top of the form, there is a dark header with the text 'Apply Payment' and three tabs: 'Reservations', 'Sales', and 'Client'. Below the header, the form contains several input fields: 'Payment ID' (with the value '21'), 'Payment Method' (a dropdown menu), 'Bill ID', 'Credit Receipt #', 'Sale ID', 'Check Number', and 'Payment Amount'. A blue 'Apply Payment' button is located at the bottom of the form.

1. The next available Payment ID will be populated into the form. You must then enter either the Bill ID or Sale ID, Payment Method, Payment Amount, and if the method is Check or Credit Card Number, the Check Number or Receipt Number.
2. Once the payment information has been entered, click Apply Payment.
3. If any required fields are left blank, you will be prompted to enter them before the Apply Payment button will work.

User – Client Dropdown

The Clients section of the navigation bar provides access to the Client functions contained within the system, such as managing clients and their emergency contacts, broken down into three links and one categories.



1. To access the Client dropdown, click on Client on the Navigation bar.
2. If a small gray triangle is listed to the right of the item in the dropdown, it contains further menu options. Hover over the category to see more options.
3. Click on the desired page to navigate to it.

View Client

The View Client screen displays the Client ID, Client Type, Full Name, Full Address, Phone number, Email and Emergency Contact ID for the selected Client.

The screenshot shows the 'View Client' interface. At the top, there's a navigation bar with 'Home', 'Search', 'Help', and 'Logout'. Below this, a dark bar contains 'Reservations', 'Sales', and 'Client' tabs. A search bar labeled 'Search by ID:' is followed by a 'Search' button. The client details are displayed in a table:

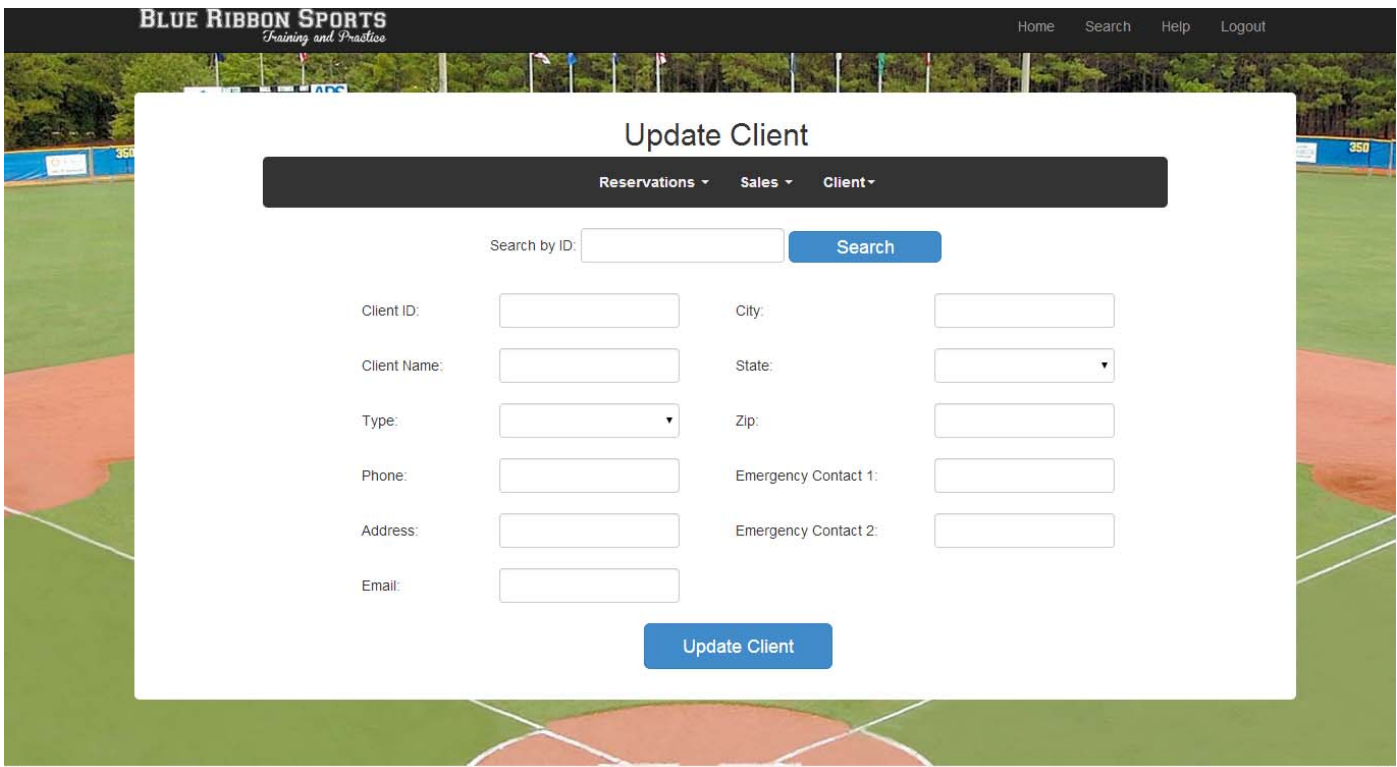
Client ID:	1	Address:	2595 Hazelwood Rd
Client Name:	CMCSS - Pisgah Elementary	City:	Clarksville
Phone:	931-595-7777	State:	TN
Client Type:	Organized Team	Zip:	37042
Client Email:		pisgahElm@CMCSS.net	
Emergency Contact 1:	5	Emergency Contact 2:	1

At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To view an existing client, enter their Client ID into the “Search by ID” field and click “Search.” If you do not know the client’s ID, you can click Next and Previous to navigate through clients, or use the Search (Page 21).
2. If information for the client being viewed needs to be updated, you can click on the “Update” button and you will be sent to the Update Client screen (Page 37) for this client.

Update Client

The Update Client screen displays the Client ID, Full Name, Full Address, Phone number, Email, Client Type, and Emergency Contact ID for the selected Client, in an editable format.



The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The navigation bar includes 'Home', 'Search', 'Help', and 'Logout'. The main content area is titled 'Update Client' and features a dark header with tabs for 'Reservations', 'Sales', and 'Client'. Below the tabs is a 'Search by ID:' field with a 'Search' button. The form contains several input fields: 'Client ID', 'City', 'Client Name', 'State' (a dropdown menu), 'Type' (a dropdown menu), 'Zip', 'Phone', 'Emergency Contact 1', 'Address', 'Emergency Contact 2', and 'Email'. An 'Update Client' button is located at the bottom of the form.

1. To update an existing client, enter their Client ID in the “Search by ID” field at the top and click “Search.”
2. The Client’s existing information will be loaded into the form.
3. Perform any required updates in the form, then click Update Client.
4. If any required fields are left blank, you will be prompted to enter them before the Update Client button will work.

Add Client

The Add Client screen allows for the entry of a new client into the system.

The screenshot shows a web application interface for adding a new client. The form is titled "Add Client" and is set against a background image of a baseball field. At the top of the form, there is a dark navigation bar with three tabs: "Reservations", "Sales", and "Client". The "Client" tab is currently selected. The form contains the following fields:

- Client ID: A text input field containing the number "19".
- Client Name: A text input field.
- Type: A dropdown menu.
- Phone: A text input field.
- Address: A text input field.
- Email: A text input field.
- City: A text input field.
- State: A dropdown menu.
- Zip: A text input field.
- Emergency Contact 1: A text input field.
- Emergency Contact 2: A text input field.

At the bottom of the form, there is a blue button labeled "Add Client".

1. The next available Client ID will be automatically populated into the form. You must then enter the client name, type, phone, address, email, city, state, zip, and at least one emergency contact. The second emergency contact is optional.
2. Once complete, click the "Add Client" button to create the client.
3. If any required fields are left blank, you will be prompted to enter them before the Add Client button will work.

View Emergency Contact

The View Emergency Contact screen displays the Emergency Contact ID, Full Name, and Phone for the selected emergency contact, in an editable format. From this screen you can navigate to update emergency contact if needed.

The screenshot shows a web application interface for 'BLUE RIBBON SPORTS'. The header includes navigation links: Home, Search, Help, and Logout. The main content area is titled 'View Emergency Contact'. Below the title is a dark navigation bar with tabs: Reservations, Sales, and Client. A search bar labeled 'Search by ID:' is present, followed by a 'Search' button. Below the search bar is a table displaying contact information:

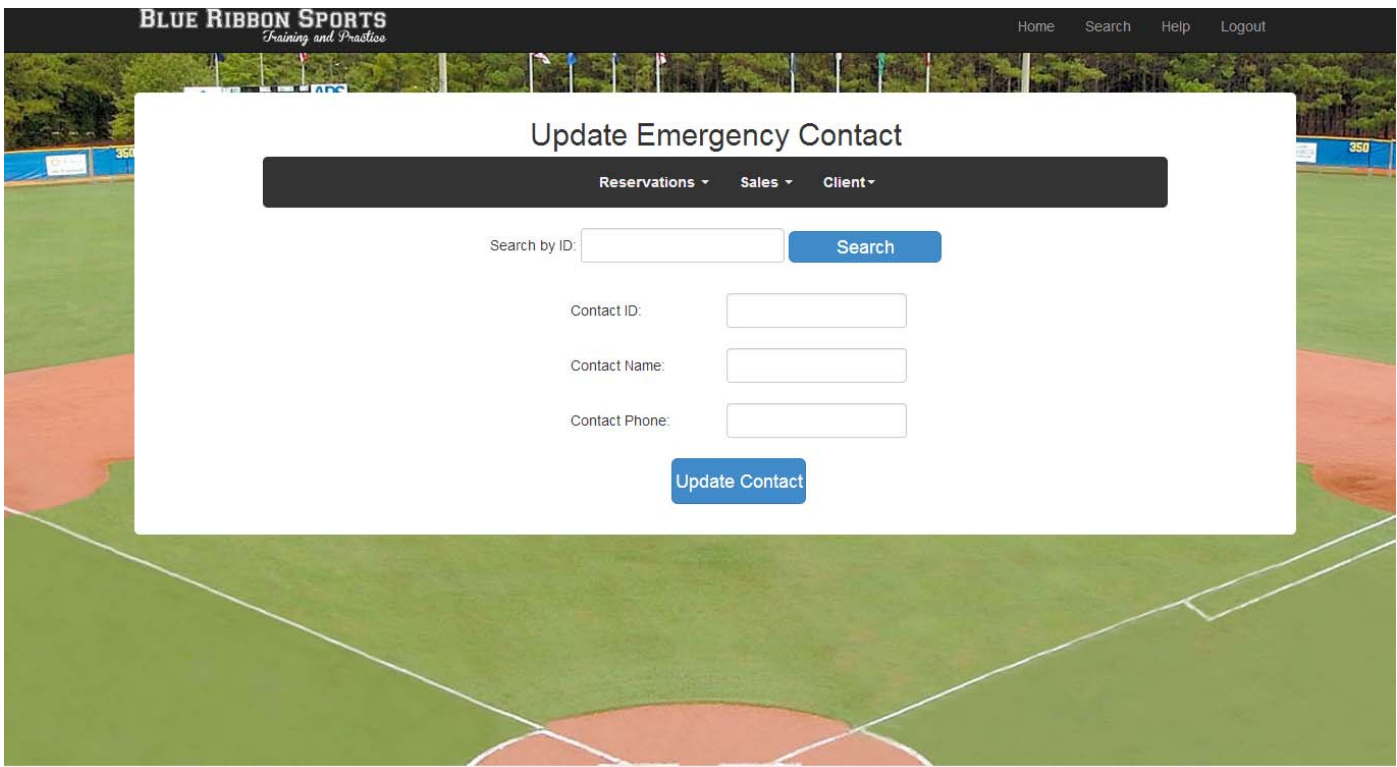
Contact ID:	1
Contact Name:	Kathy Jones
Contact Phone:	615-888-1111

At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To view an existing emergency contact, enter their Contact ID into the “Search by ID” field and click “Search.” If you do not know the contact’s ID, you can click Next and Previous to navigate through contacts.
2. If information for the contact being viewed needs to be updated, you can click on the “Update” button and you will be sent to the Update Emergency Contact screen (Page 40) for this contact.

Update Emergency Contact

The Update Emergency Contact screen displays the Emergency Contact ID, Full Name, and Phone for the selected emergency contact, in an editable format.

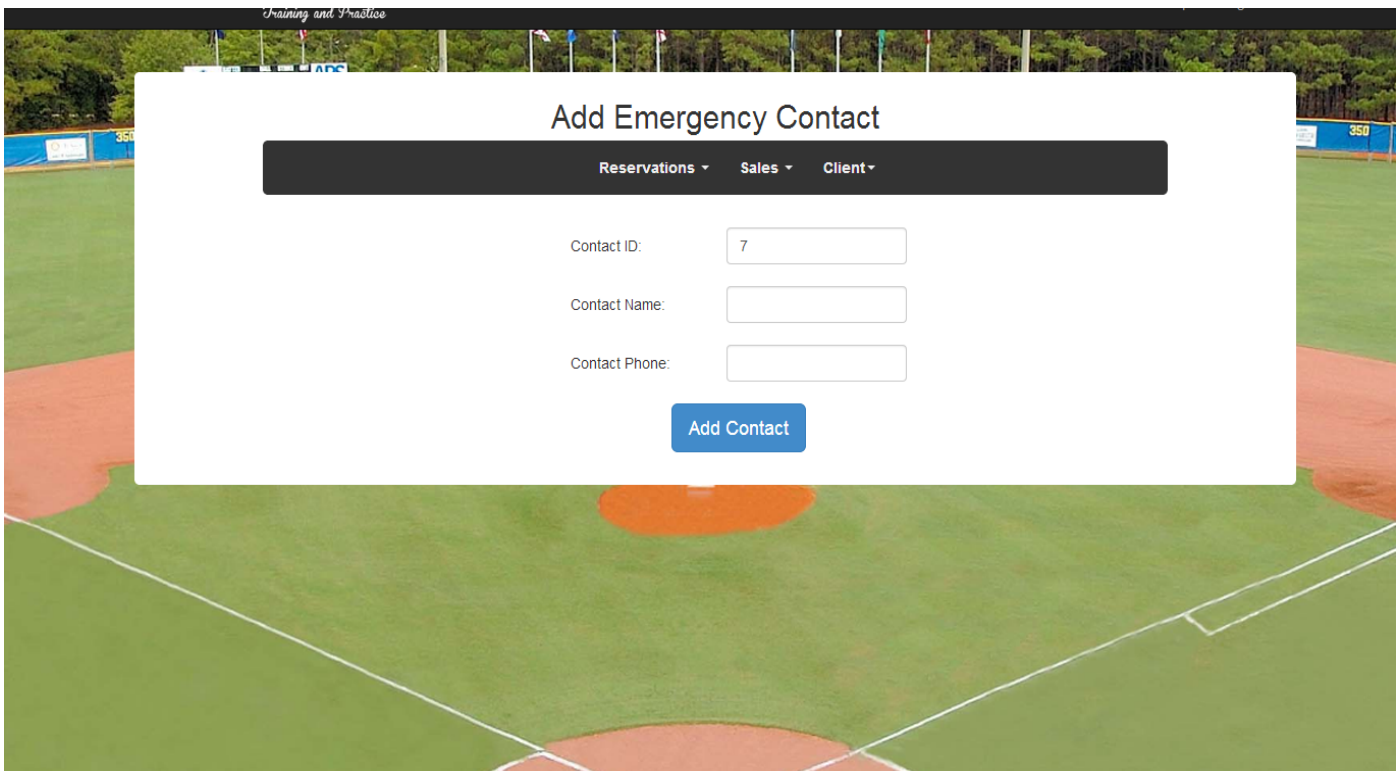


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A white modal window titled 'Update Emergency Contact' is centered. At the top of the modal is a dark navigation bar with 'Reservations', 'Sales', and 'Client' links. Below this is a 'Search by ID:' label followed by a text input field and a blue 'Search' button. Underneath are three more input fields labeled 'Contact ID:', 'Contact Name:', and 'Contact Phone:'. At the bottom of the modal is a blue 'Update Contact' button.

1. To update an existing emergency contact, enter their Contact ID in the “Search by ID” field and click “Search.”
2. The Contact’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Contact.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Contact” button will work.

Add Emergency Contact

The Add New Emergency Contact screen allows for the entry of a new emergency contact into the system.

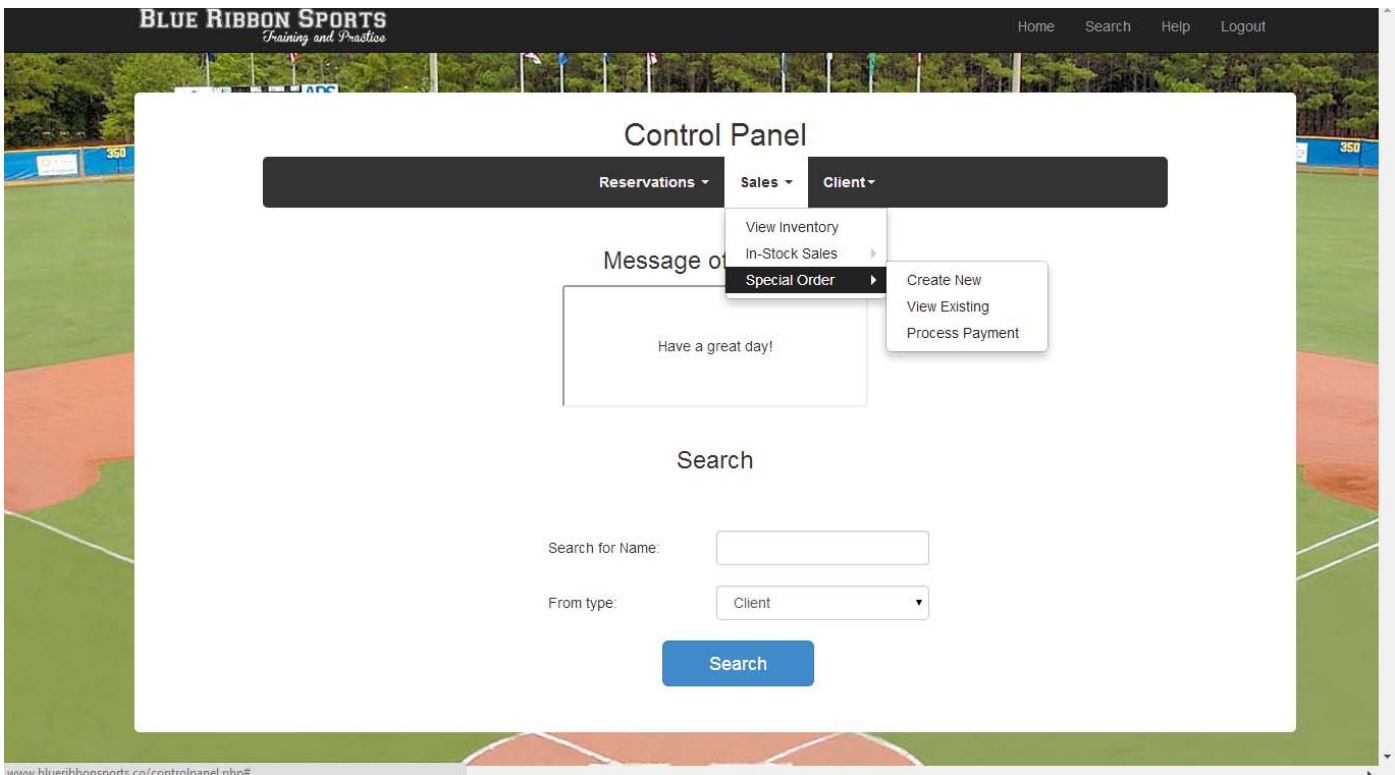


The screenshot shows a web application interface with a background image of a baseball field. Overlaid on this is a white modal form titled "Add Emergency Contact". At the top of the form is a dark navigation bar with three dropdown menus: "Reservations", "Sales", and "Client". Below this bar, the form contains three input fields: "Contact ID:" with the value "7", "Contact Name:", and "Contact Phone:". At the bottom of the form is a blue button labeled "Add Contact".

1. The next available Emergency Contact ID will be populated into the form. You must then enter the Client Name and Client Phone number.
2. Once complete, click the “Add Contact” button to create the Emergency Contact.
3. If any required fields are left blank, you will be prompted to enter them before the Add Contact button will work.

User – Sales Dropdown

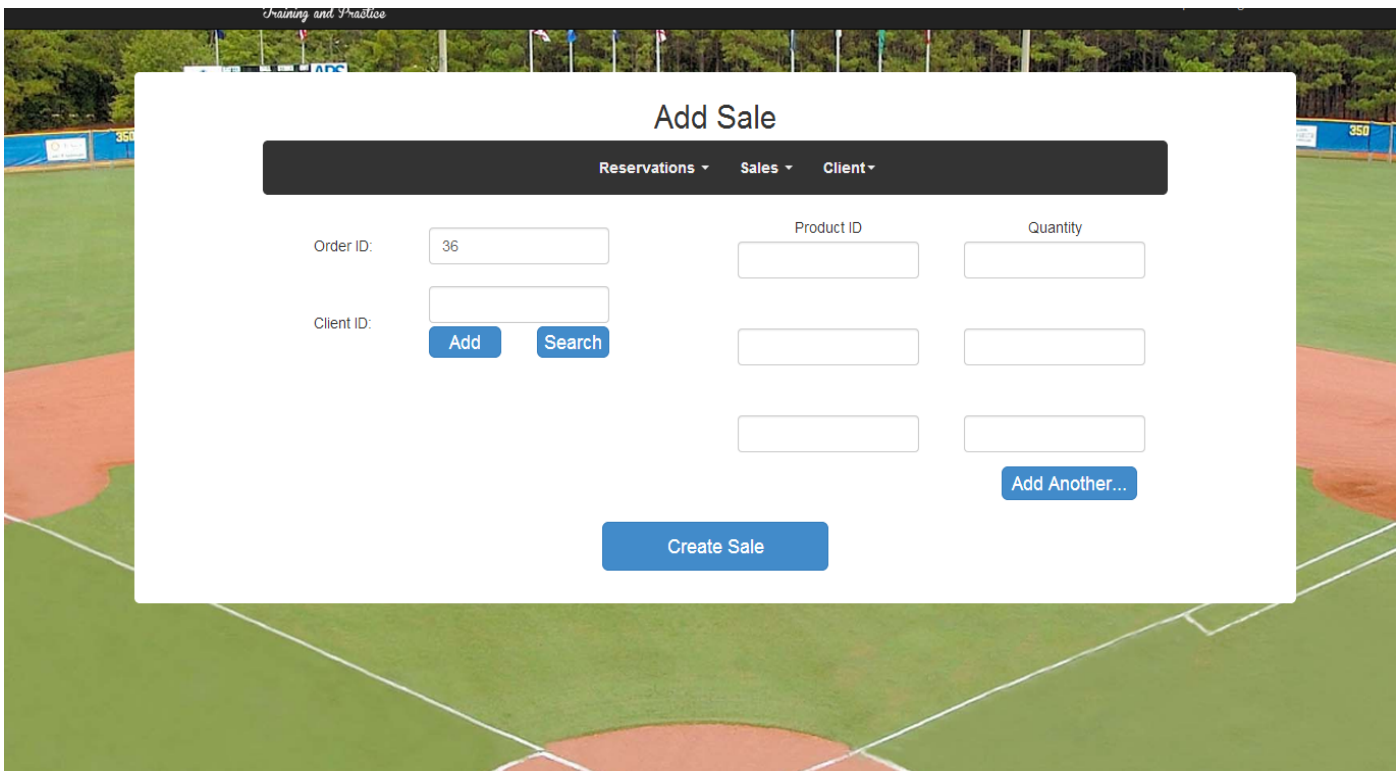
The Sales section of the navigation bar provides access to the sales functions contained within the system, such as creating sales and processing payments, broken down into one link and two categories.



1. To access the Sales dropdown, click on Sales on the Navigation bar.
2. If a small gray triangle is listed to the right of the item in the dropdown, it contains further menu options. Hover over the category to see more options.
3. Click on the desired page to navigate to it.

Add New Sale

The Add New Sale screen allows for the entry of a new merchandise sale into the system.



The screenshot shows a web application interface for adding a new sale. The background is a photograph of a baseball field. Overlaid on this is a white rectangular form titled "Add Sale". At the top of the form is a dark grey navigation bar with three dropdown menus: "Reservations", "Sales", and "Client". Below this bar, the form is organized into columns. The first column contains "Order ID:" followed by a text input field containing the number "36", and "Client ID:" followed by an empty text input field. Below the Client ID input are two buttons: "Add" and "Search". The second column is headed "Product ID" and contains three empty text input fields. The third column is headed "Quantity" and contains three empty text input fields. At the bottom right of the form is a button labeled "Add Another...". At the bottom center of the form is a large blue button labeled "Create Sale".

1. The next available Order ID will be populated into the form. You must then enter a Client ID and at least one Product ID and Quantity to be sold. The Product Name will be displayed below the Product ID once entered.
2. If the Client ID for the sale does not yet exist, click the "Add" button to be sent to the Add Client screen (See Page 38). If the user does not know their ID, click the Search button (See Page 44)
3. To add more than 3 items to a sale, click the "Add Another" button to add more text fields for Product ID and Quantity entry.
4. Once complete, click "Create Sale" to create the sale.
5. If any required field is left blank, you will be prompted before you the Create Sale button will function.

Add New Sale Client Search

The Add New Sale Client Search allows for searching for an existing Client ID when creating a new sale.

The screenshot shows the 'Add Sale' form in the Blue Ribbon Sports application. The form is overlaid on a baseball field background. It includes fields for Order ID (36), Client ID, and Quantity. A search modal is open, showing a search field with 'ja' and a list of clients: Jack Ryan, Jack Smith, and Joe Jackson, each with a 'Select' button. The 'Create Sale' button is at the bottom.

1. After clicking the Search button, a search field and button will appear.
2. Type in the name of the desired client and click Search.
3. A list of matching clients will be displayed. To enter the matching ID for the desired client, click the Select button next to that client's name.

Sale Receipt

The Sale Receipt screen is displayed after an In-Stock or Special Order has been completed.



1. To print the sales receipt, use the browser's Print functionality.
2. To return to a screen with a navigation menu, click on "Home" or the Blue Ribbon logo in the top navigation bar.

View Sale

The View Sale screen displays the details associated with the selected sale.

The screenshot shows the 'View Sale' interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. The interface includes a top navigation bar with 'Home', 'Search', 'Help', and 'Logout'. Below this is a 'View Sale' title and a dark bar with 'Reservations', 'Sales', and 'Client' tabs. A search bar labeled 'Search by ID:' is followed by a 'Search' button. Below the search bar is a table displaying sale details:

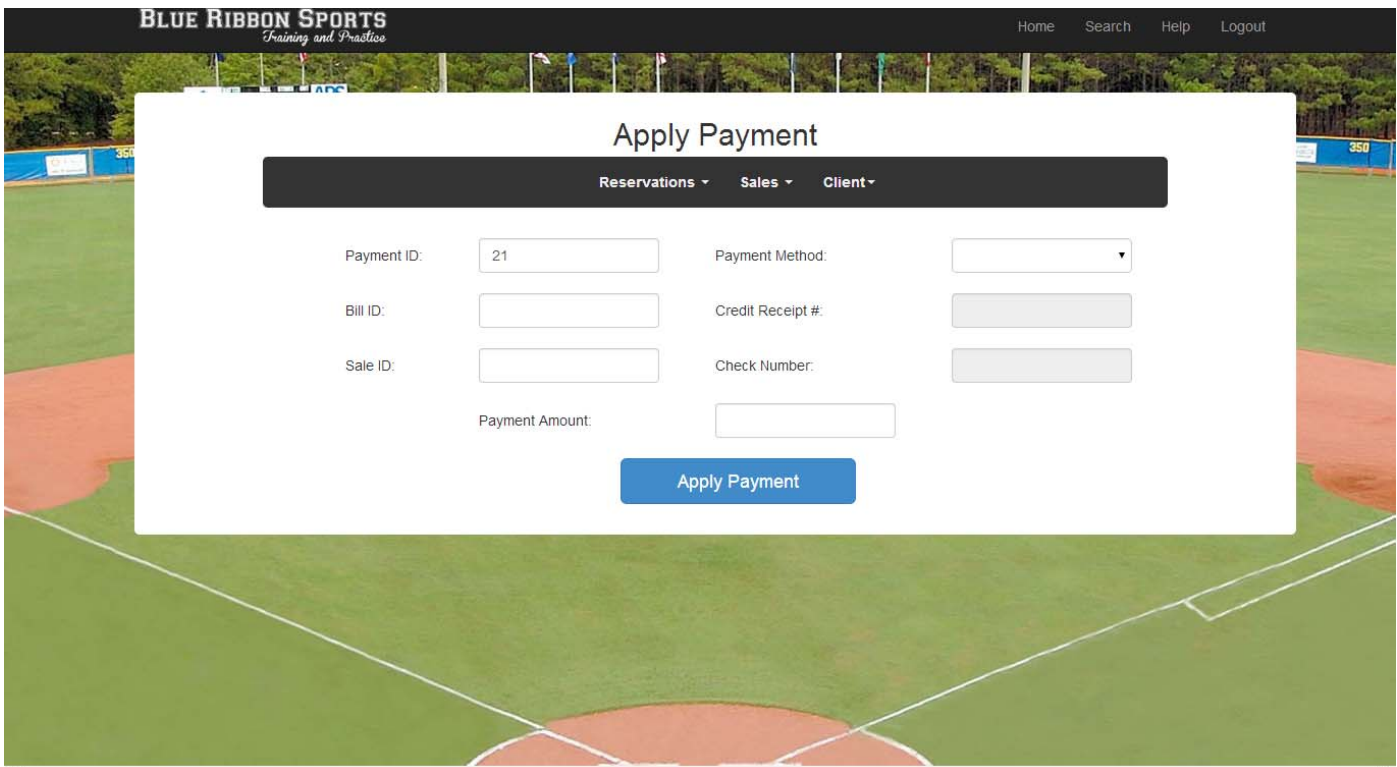
Sale ID:	1	Sale Date:	2014-04-29
Client ID:	3	Received Date:	2014-04-29
Total Price:		\$4.97	
Products Sold			
Product ID:	11	Quantity:	1
Product ID:	12	Quantity:	2

At the bottom of the table are two buttons: 'Previous' and 'Next'.

1. To search for a specific sale, enter the Sale ID in the Search by ID field and click Search. To browse forward and backward through sales, click on the Next and Previous buttons.
2. For Special Orders, if the sale does not have a Sale Fulfilled date, the Mark Fulfilled button will be displayed.
3. If the sale has been fulfilled, click on Mark Fulfilled to enter the Sale Fulfilled date for this order.

Apply Payment

The Apply Payments screen allows for entry of a payment received for an Invoice, Special Order or In-Stock Sale into the system.



The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A white modal window titled 'Apply Payment' is centered on the screen. At the top of the modal is a dark navigation bar with 'Reservations', 'Sales', and 'Client' links. The form contains several input fields: 'Payment ID' (pre-filled with '21'), 'Payment Method' (a dropdown menu), 'Bill ID', 'Sale ID', 'Credit Receipt #', 'Check Number', and 'Payment Amount'. A blue 'Apply Payment' button is located at the bottom of the form.

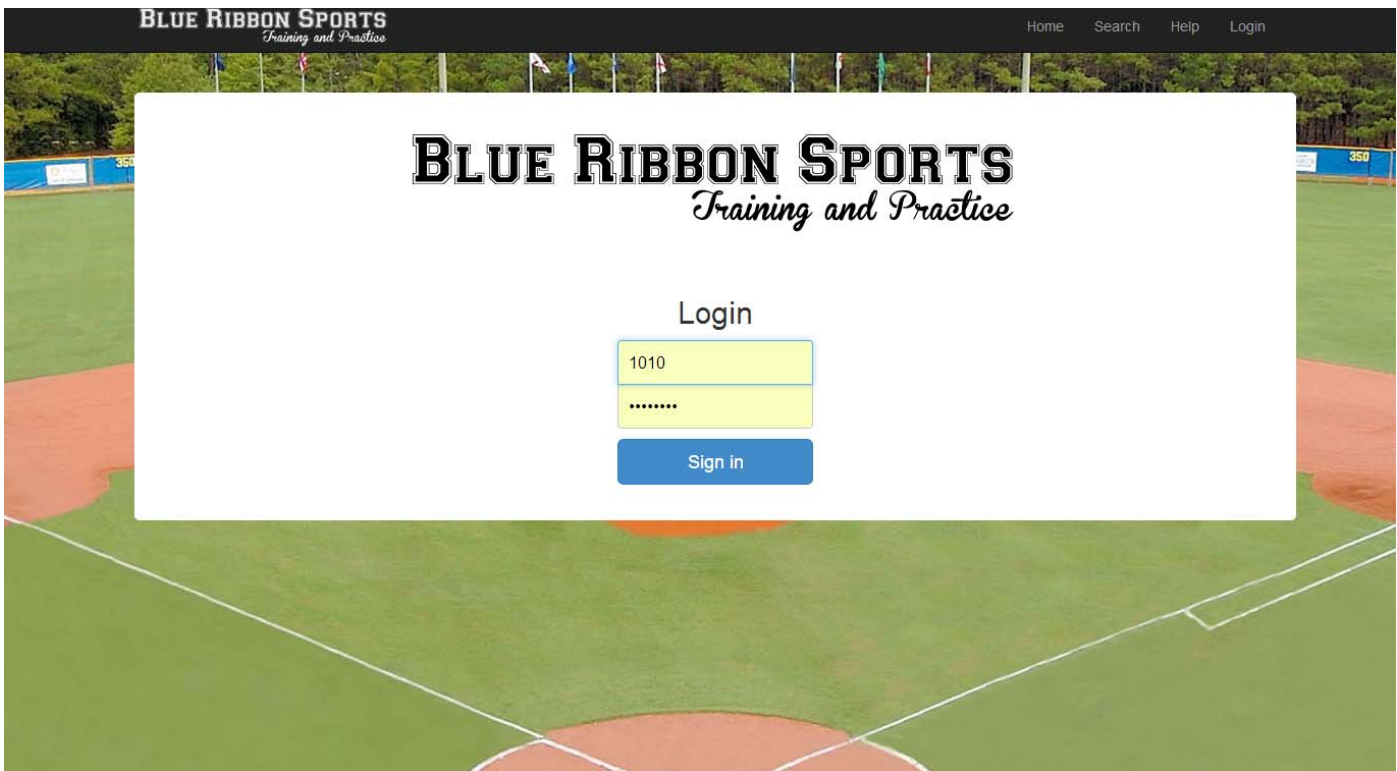
1. The next available Payment ID will be populated into the form. You must then enter either the Bill ID or Sale ID, Payment Method, Payment Amount, and if the method is Check or Credit Card Number, the Check Number or Receipt Number.
2. Once the payment information has been entered, click Apply Payment.
3. If any required fields are left blank, you will be prompted to enter them before the Apply Payment button will work.

BLUE RIBBON SPORTS
Training and Practice
System User Manual

Manager Access Session

Login

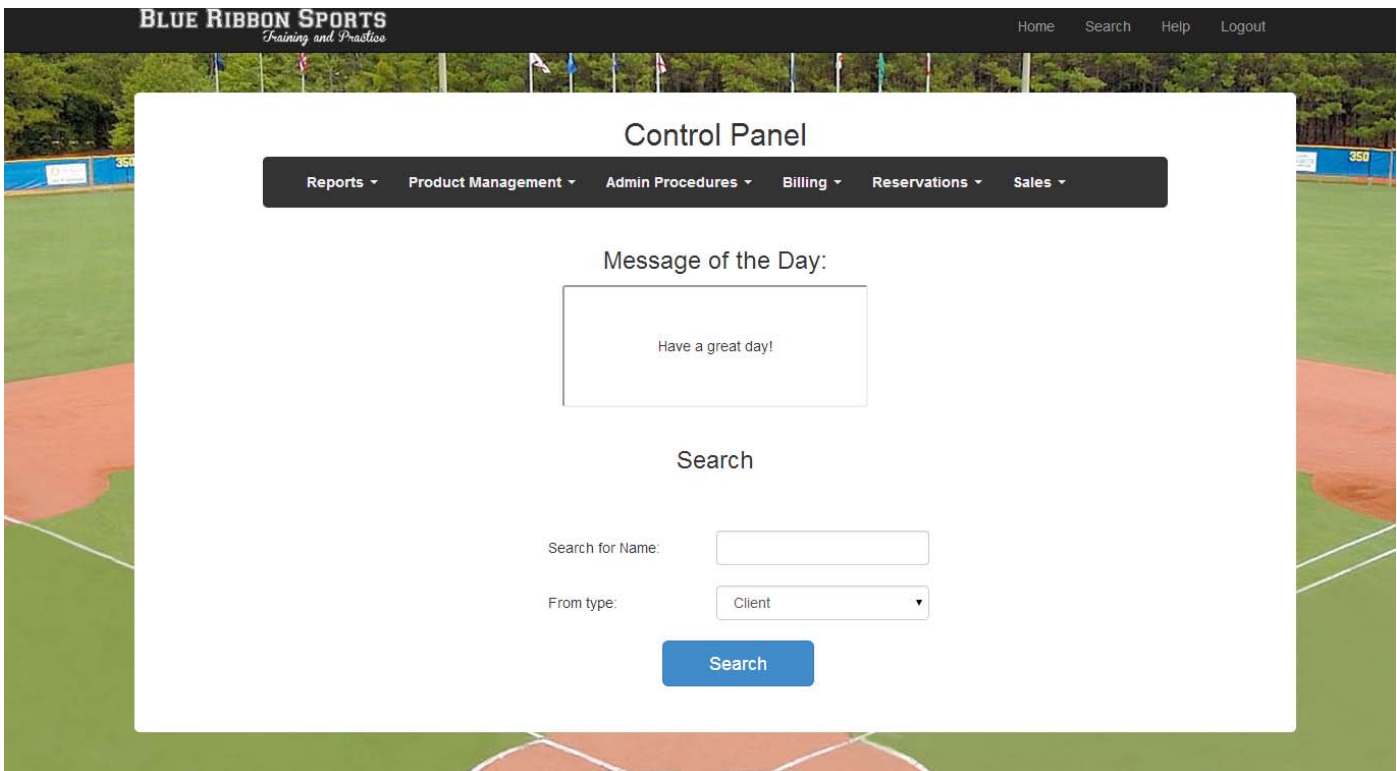
The Log In screen allows for entry into the system. The access type associated with the login ID will determine the authorized level of access. (I.E. Manager or Employee)

The screenshot shows a web browser displaying the login page for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. At the top, there is a dark navigation bar with the site name and links for Home, Search, Help, and Login. A white login box is centered on the page. Inside this box, the site name is repeated. Below it is the word 'Login'. There are two input fields: the first contains the text '1010' and the second contains a series of dots representing a password. Below these fields is a blue button labeled 'Sign in'.

1. Enter your Employee ID and Password into the Employee ID and Password fields.
2. Click “Sign in.”
3. If your Employee ID and Password are correct, the Control Panel for your user will be shown. If your Employee ID or Password are incorrect, you will be shown an error and asked to re-enter the information.
4. If your Employee ID has been terminated, you will be informed and must contact a manager.

Control Panel

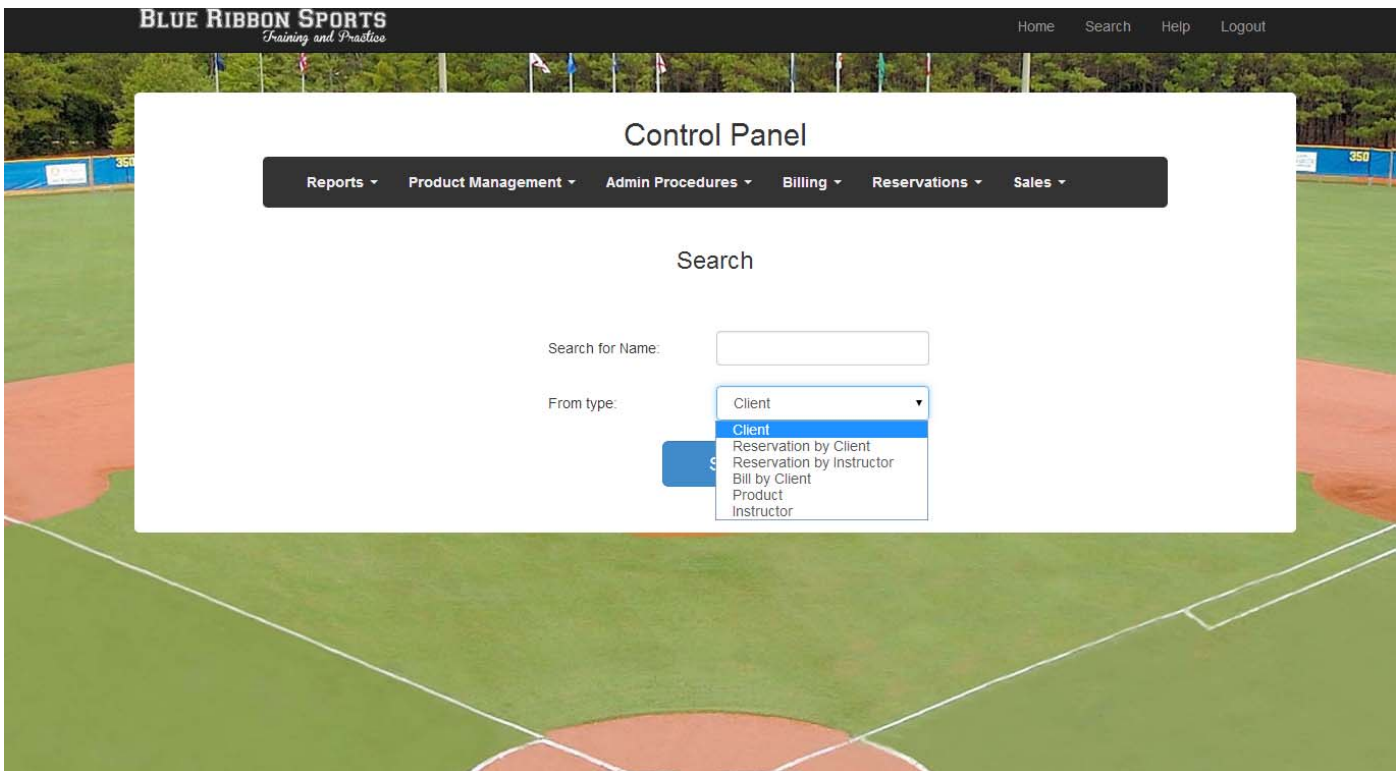
The Control Panel is the screen displayed after a successful login to the system. From this screen the user can navigate to all the part of the systems they have access to.



1. When logged in, the Home page will be the Control Panel. The System Message of the Day will be displayed, as well as a Search (Page 50).
2. In order to use the search, enter a search term in the Search for Name field, and select the type of item being searched for from the dropdown menu. Click Search to be sent to the Search Results page (Pages 51-56).
3. In order to perform a system operation, use the navigation bar to select the desired operation.

Manager - Search

The Manager Search screen allows for searching by name for Client, Reservation by Client, Reservation by Instructor, Bill by Client, Product or Inventory

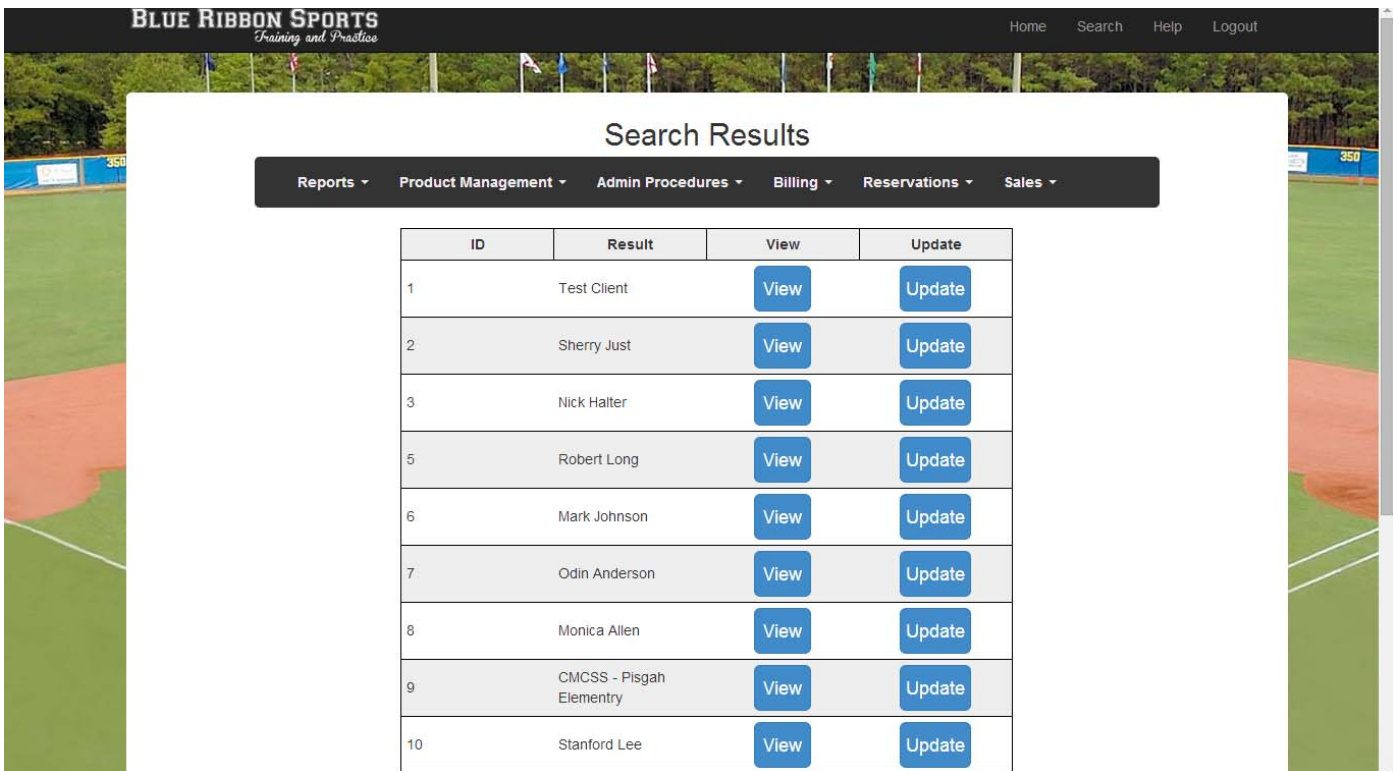


The screenshot shows the 'BLUE RIBBON SPORTS' logo at the top left with the tagline 'Training and Practice'. To the right are links for 'Home', 'Search', 'Help', and 'Logout'. Below the logo is a 'Control Panel' with a dark bar containing menu items: 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main area is titled 'Search' and contains a 'Search for Name:' text box and a 'From type:' dropdown menu. The dropdown menu is open, showing options: 'Client', 'Reservation by Client', 'Reservation by Instructor', 'Bill by Client', 'Product', and 'Instructor'. The background of the interface is a photograph of a baseball field.

1. Depending on the type of search you wish to perform, select an option from the “From type:” dropdown, such as searching for a particular Client or Product.
2. Type the name of the desired client, instructor, product, or other record you wish to find, and click the “Search” button to be directed to the appropriate Search results page.

Search Bill by Client

The Search Bill by Client allows for Locating a bill (invoice) by Client name.



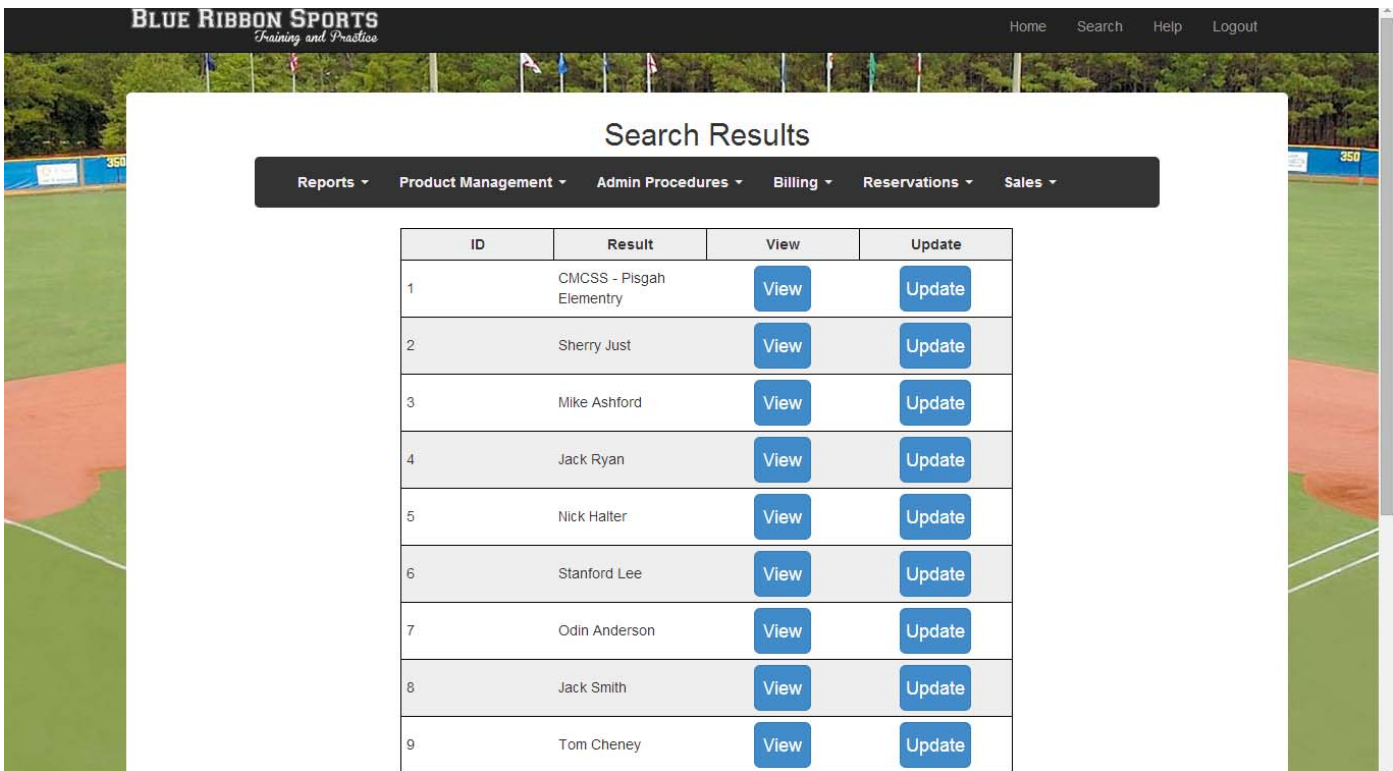
The screenshot shows the 'BLUE RIBBON SPORTS' website with a navigation bar containing 'Home', 'Search', 'Help', and 'Logout'. Below the navigation bar, a 'Search Results' modal is displayed. It features a dark header with menu items: 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main content is a table with 10 rows of client data. Each row includes an 'ID', a 'Result' (client name), and two buttons: 'View' and 'Update'.

ID	Result	View	Update
1	Test Client	View	Update
2	Sherry Just	View	Update
3	Nick Halter	View	Update
5	Robert Long	View	Update
6	Mark Johnson	View	Update
7	Odin Anderson	View	Update
8	Monica Allen	View	Update
9	CMCSS - Pisgah Elementary	View	Update
10	Stanford Lee	View	Update

1. The list of clients best matching the search string provided will be displayed in table format.
2. For each available client and invoice, a View and Update button are provided, allowing you to View more information about the bill, or update the details of it.

Search Client

The Search Client screen allows for finding a Client Id by searching by the clients name.

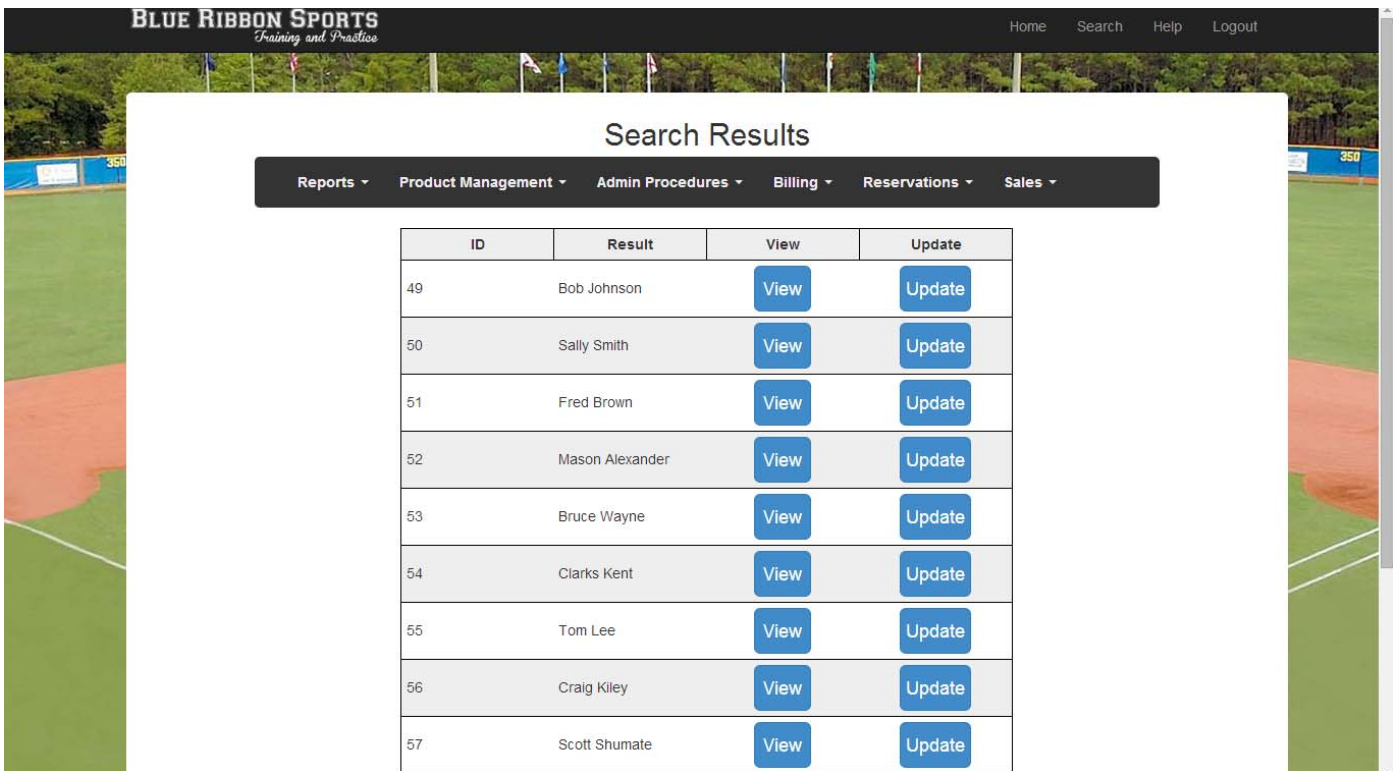


ID	Result	View	Update
1	CMCSS - Pisgah Elementary	View	Update
2	Sherry Just	View	Update
3	Mike Ashford	View	Update
4	Jack Ryan	View	Update
5	Nick Haller	View	Update
6	Stanford Lee	View	Update
7	Odin Anderson	View	Update
8	Jack Smith	View	Update
9	Tom Cheney	View	Update

1. The list of clients best matching the search string provided will be displayed in table format.
2. For each available client, a View and Update button are provided, allowing you to View more information about the client (Page 99), or update the details of it (Page 100).

Search Instructor

The Search Instructor screen allows for finding an Instructor Id by searching by the instructors name.



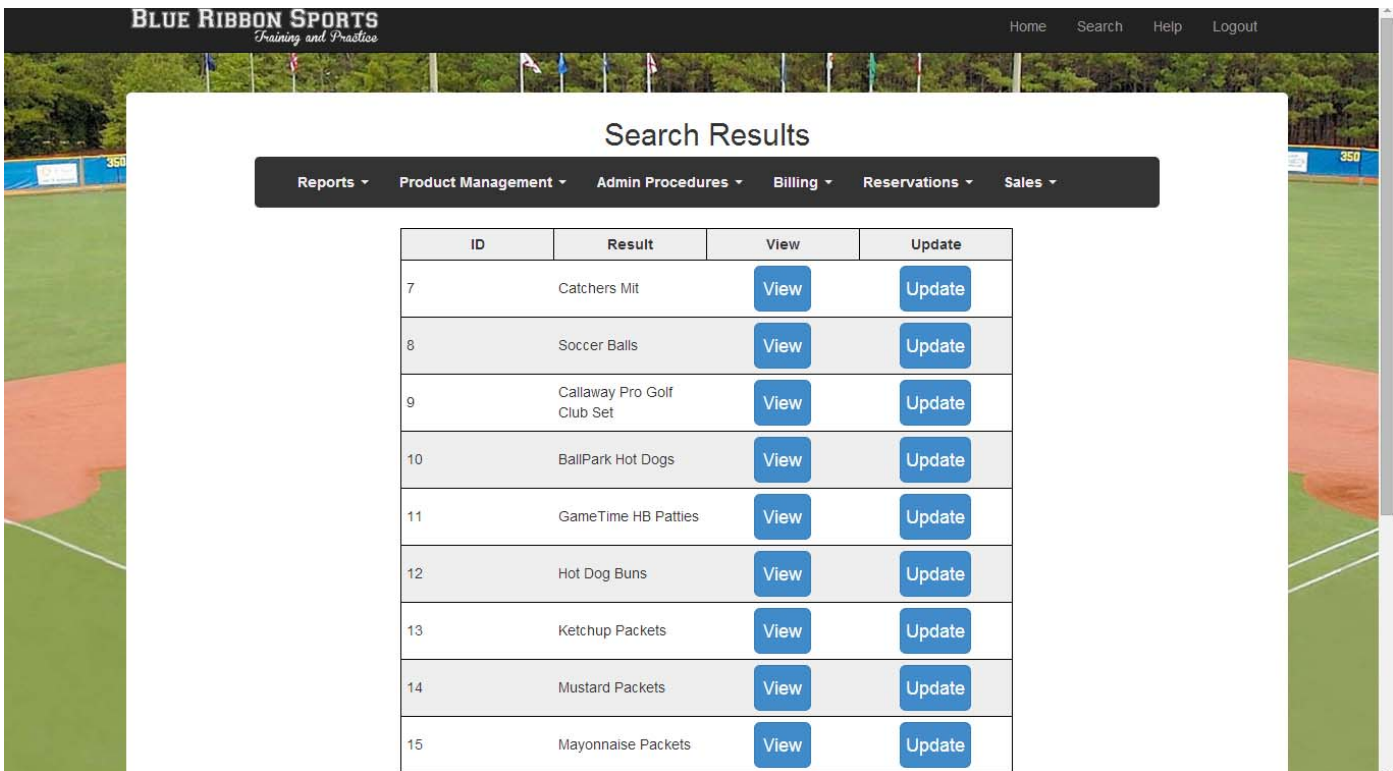
The screenshot displays the 'Search Results' page of the 'BLUE RIBBON SPORTS' application. The page features a navigation bar with links for Home, Search, Help, and Logout. Below the navigation bar, there is a table of search results for instructors. The table has four columns: ID, Result, View, and Update. Each row represents an instructor, with their ID, name, and buttons for View and Update.

ID	Result	View	Update
49	Bob Johnson	View	Update
50	Sally Smith	View	Update
51	Fred Brown	View	Update
52	Mason Alexander	View	Update
53	Bruce Wayne	View	Update
54	Clarks Kent	View	Update
55	Tom Lee	View	Update
56	Craig Kiley	View	Update
57	Scott Shumate	View	Update

1. The list of instructors best matching the search string provided will be displayed in table format.
2. For each available instructor, a View and Update button are provided, allowing you to View more information about the instructor (Page 91), or update the details of it (Page 93).

Search Product

The Search Products screen allows for locating a Product Id by searching by the product name.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Search Results

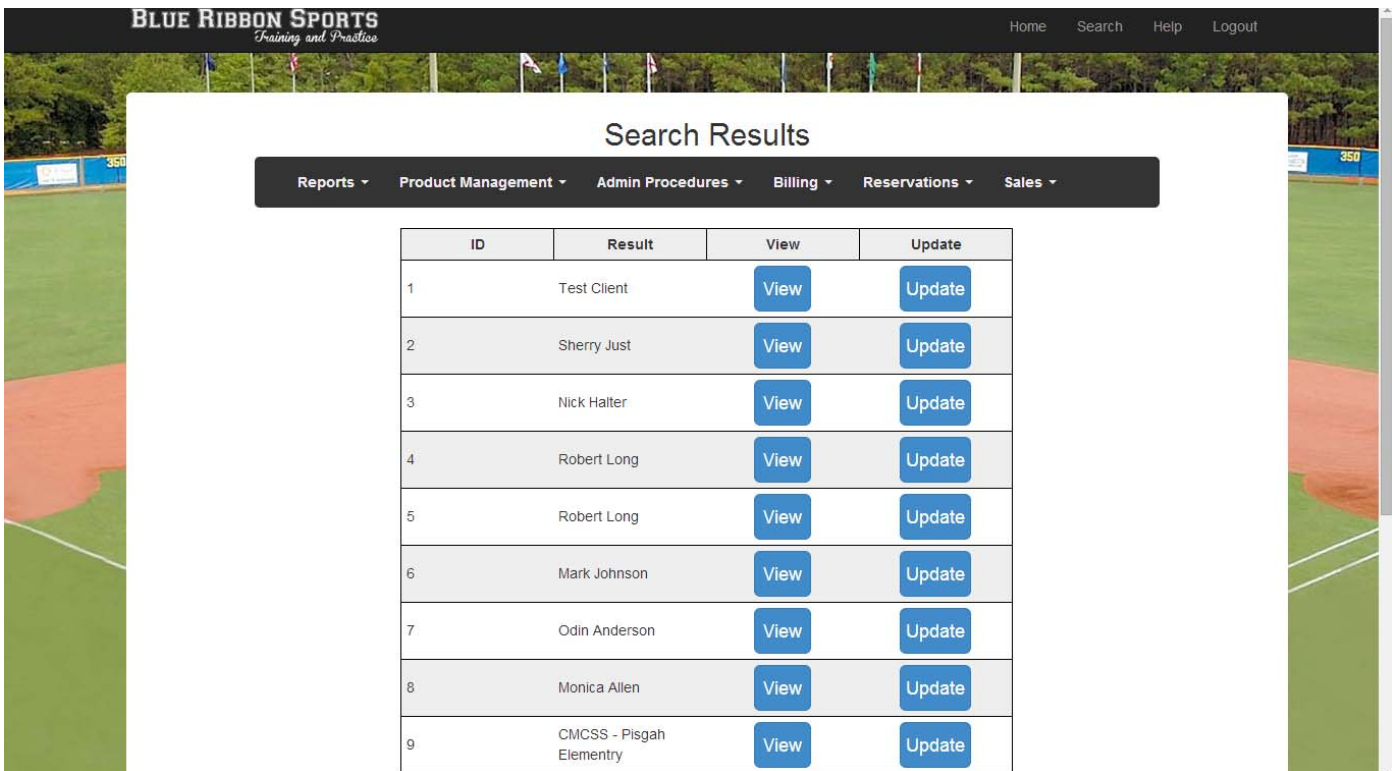
Reports Product Management Admin Procedures Billing Reservations Sales

ID	Result	View	Update
7	Catchers Mit	View	Update
8	Soccer Balls	View	Update
9	Callaway Pro Golf Club Set	View	Update
10	BallPark Hot Dogs	View	Update
11	GameTime HB Patties	View	Update
12	Hot Dog Buns	View	Update
13	Ketchup Packets	View	Update
14	Mustard Packets	View	Update
15	Mayonnaise Packets	View	Update

1. The list of products best matching the search string provided will be displayed in table format.
2. For each available product, a View and Update button are provided, allowing you to View more information about the product, or update the details of it.

Search Reservation by Client

The Search Reservation by Client allows for locating a reservation id by searching by client name.



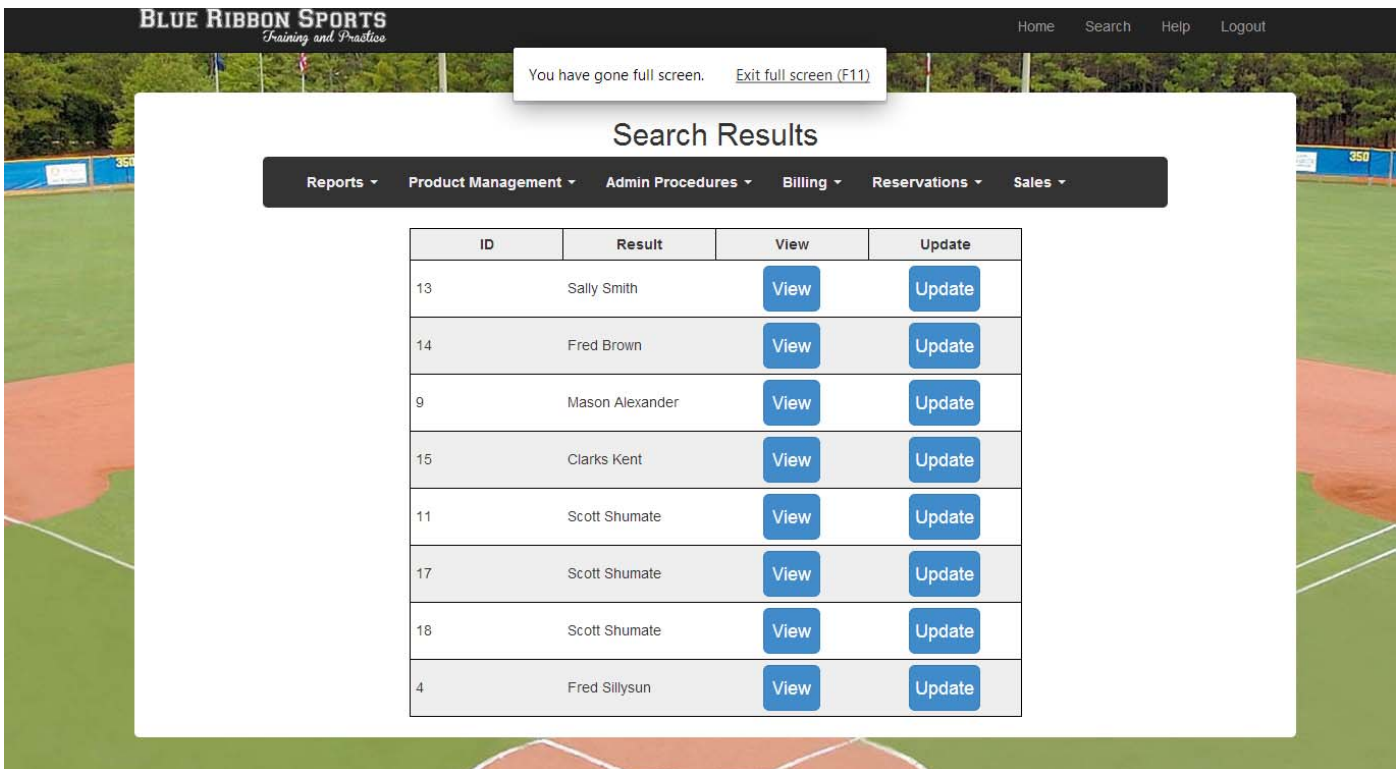
The screenshot shows the Blue Ribbon Sports website interface. At the top, there is a navigation bar with the logo "BLUE RIBBON SPORTS Training and Practice" and links for Home, Search, Help, and Logout. Below the navigation bar, a "Search Results" modal is displayed. This modal contains a dark navigation bar with menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main content of the modal is a table with 4 columns: ID, Result, View, and Update. The table lists 9 search results, each with a client name and corresponding "View" and "Update" buttons.

ID	Result	View	Update
1	Test Client	View	Update
2	Sherry Just	View	Update
3	Nick Halter	View	Update
4	Robert Long	View	Update
5	Robert Long	View	Update
6	Mark Johnson	View	Update
7	Odin Anderson	View	Update
8	Monica Allen	View	Update
9	CMCSS - Pisgah Elementary	View	Update

1. The list of clients best matching the search string provided will be displayed in table format.
2. For each available client and reservation, a View and Update button are provided, allowing you to View more information about the reservation (Page 146), or update the details of it (Page 147).

Search Reservation by Instructor

The Search Reservation by Instructor allows for locating a reservation id by searching by instructor name.



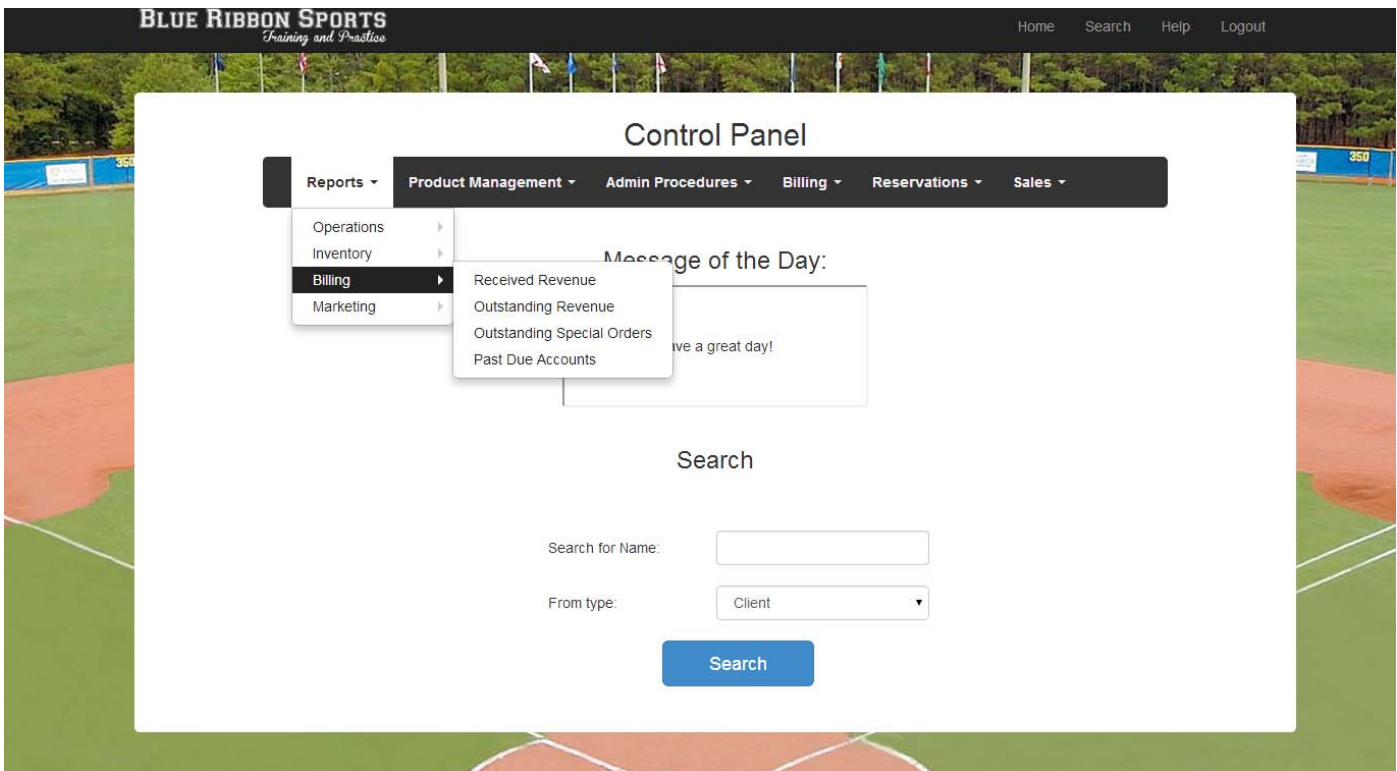
The screenshot shows the Blue Ribbon Sports website interface. At the top, there is a navigation bar with links for Home, Search, Help, and Logout. Below the navigation bar, a message states "You have gone full screen. [Exit full screen \(F11\)](#)". The main content area displays "Search Results" with a table of instructor reservations. The table has four columns: ID, Result, View, and Update. Each row represents a reservation with an ID, the instructor's name, and buttons to View or Update the reservation details.

ID	Result	View	Update
13	Sally Smith	View	Update
14	Fred Brown	View	Update
9	Mason Alexander	View	Update
15	Clarks Kent	View	Update
11	Scott Shumate	View	Update
17	Scott Shumate	View	Update
18	Scott Shumate	View	Update
4	Fred Sillysun	View	Update

1. The list of instructors best matching the search string provided will be displayed in table format.
2. For each available instructor and reservation, a View and Update button are provided, allowing you to View more information about the reservation (Page 146), or update the details of it (Page 147).

Navigation – Reports

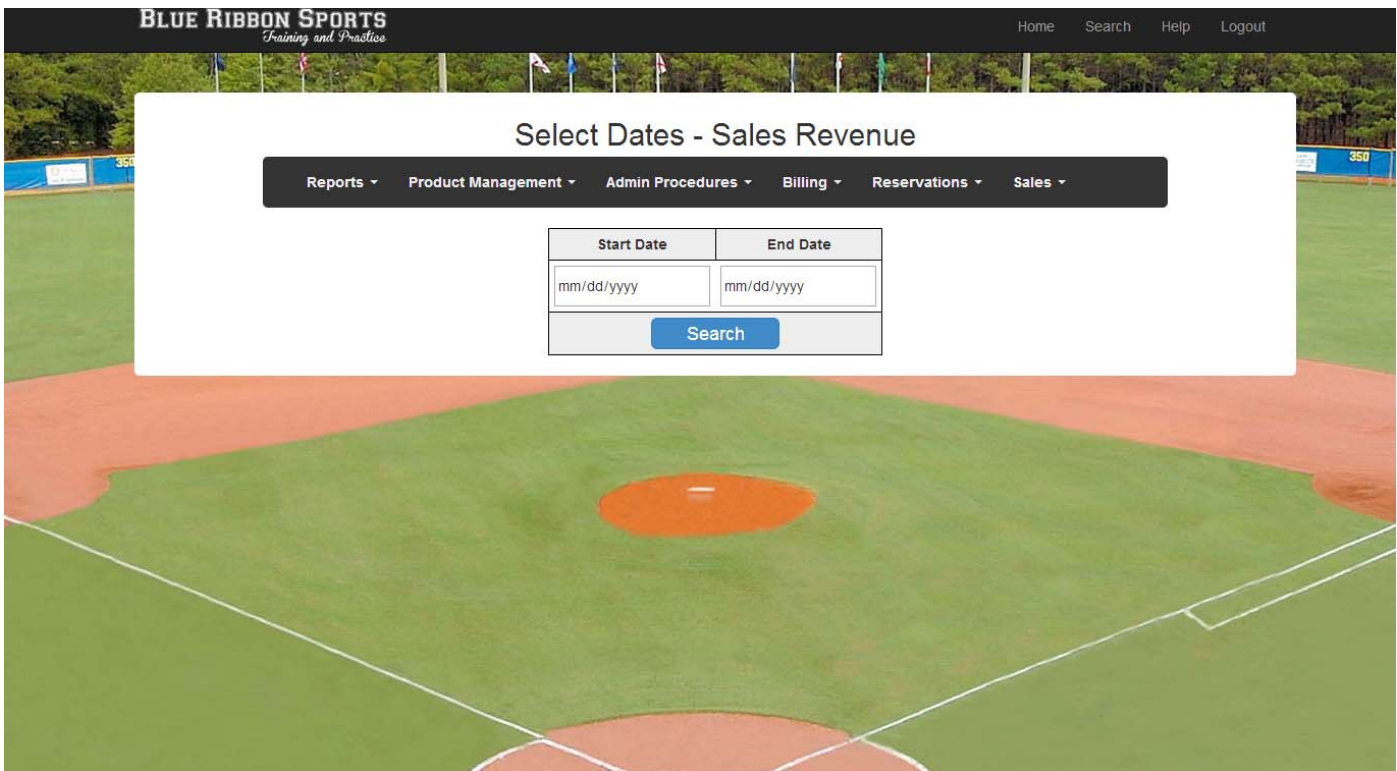
The Reports section of the navigation bar provides access to the reports provided by the system, separated into four categories.



1. To access the Reports dropdown, click on Reports on the Navigation bar.
2. If a small gray triangle is listed to the right of the item in the dropdown, it contains further menu options. Hover over the category to see more options.
3. Click on the desired page to navigate to it.

Sales Revenue Report

In order to View the Sales Revenue Report a date range must be entered to select the reservations.

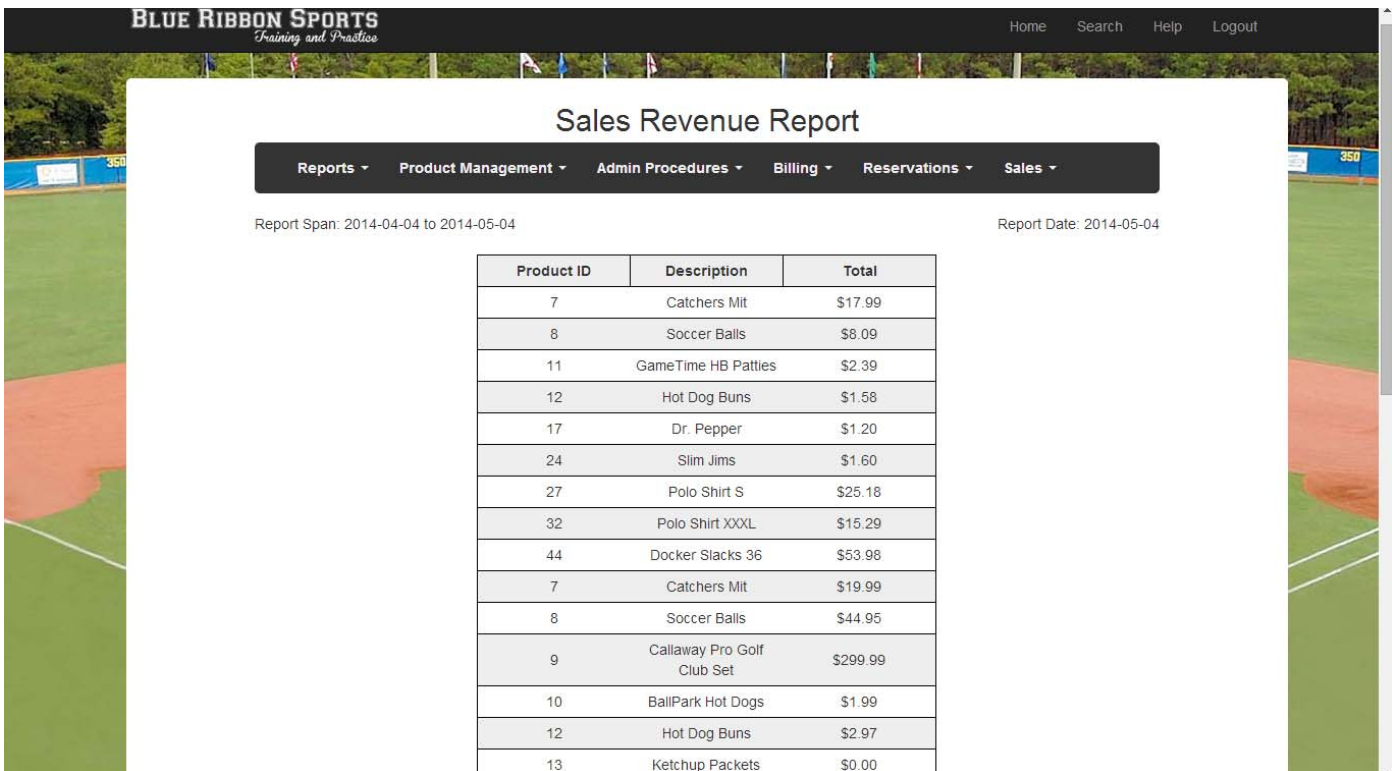


The screenshot shows a web application for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links: Home, Search, Help, and Logout. Below this, a white modal window titled 'Select Dates - Sales Revenue' is displayed. Inside the modal, there is a dark horizontal menu with the following items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu, there are two input fields for 'Start Date' and 'End Date', each with a placeholder 'mm/dd/yyyy'. A blue 'Search' button is positioned below these fields.

1. Enter the Start Date and End date into the fields. In Chrome, a Date field will be displayed to simplify entry. In other browsers, dates should be entered in yyyy-mm-dd format.
2. Once the dates have been entered, click “Search” to generate the report.

Sales Revenue Report

The sales revenue report displays each product Id, description and total dollar amount in revenue for that specific product received during the specified date range. A grand total of all product revenue for that period is located at the bottom of the page.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Sales Revenue Report

Reports ▾ Product Management ▾ Admin Procedures ▾ Billing ▾ Reservations ▾ Sales ▾

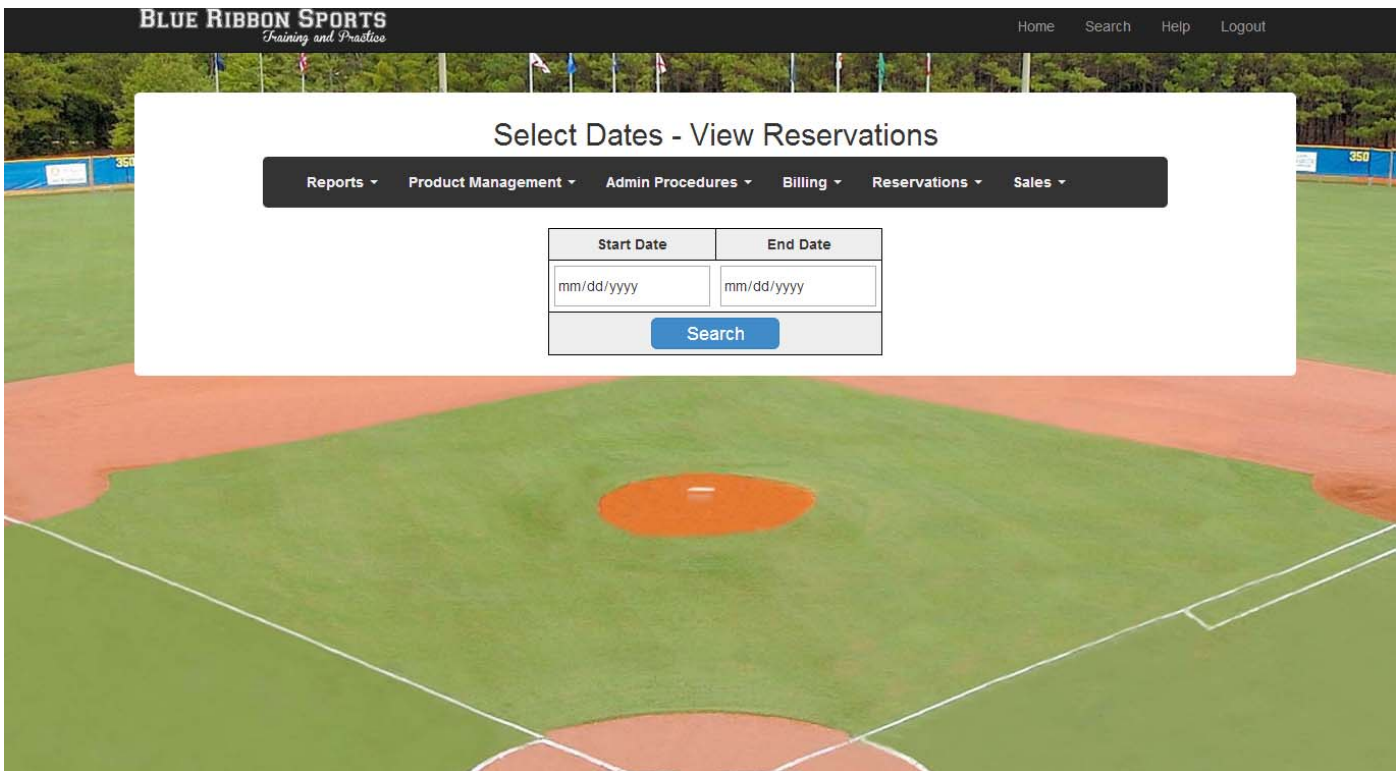
Report Span: 2014-04-04 to 2014-05-04 Report Date: 2014-05-04

Product ID	Description	Total
7	Catchers Mit	\$17.99
8	Soccer Balls	\$8.09
11	GameTime HB Patties	\$2.39
12	Hot Dog Buns	\$1.58
17	Dr. Pepper	\$1.20
24	Slim Jims	\$1.60
27	Polo Shirt S	\$25.18
32	Polo Shirt XXXL	\$15.29
44	Docker Slacks 36	\$53.98
7	Catchers Mit	\$19.99
8	Soccer Balls	\$44.95
9	Callaway Pro Golf Club Set	\$299.99
10	BallPark Hot Dogs	\$1.99
12	Hot Dog Buns	\$2.97
13	Ketchup Packets	\$0.00

1. The information will be displayed in table format on the screen, showing the date of the report's creation, as well as the dates the report covers.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

View Reservation Report

In order to View the Reservation Report a date range must be entered to select the reservations.



The screenshot shows a web application for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links for Home, Search, Help, and Logout. Below this, a white modal window titled 'Select Dates - View Reservations' is displayed. Inside the modal, there is a dark horizontal menu with the following items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu, there are two input fields for 'Start Date' and 'End Date', each with a placeholder 'mm/dd/yyyy'. A blue 'Search' button is positioned below these fields.

1. Enter the Start Date and End date into the fields. In Chrome, a Date field will be displayed to simplify entry. In other browsers, dates should be entered in yyyy-mm-dd format.
2. Once the dates have been entered, click “Search” to generate the report.

View Reservation Report

The view reservations report displays all the reservation during the specified date range. The information displayed for each reservation is, Reservation ID, Instructor ID and Instructor name (if applicable), Reservation Date, Start Time and End Time for the specified date range



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

View Reservation Report

Reports ▾ Product Management ▾ Admin Procedures ▾ Billing ▾ Reservations ▾ Sales ▾

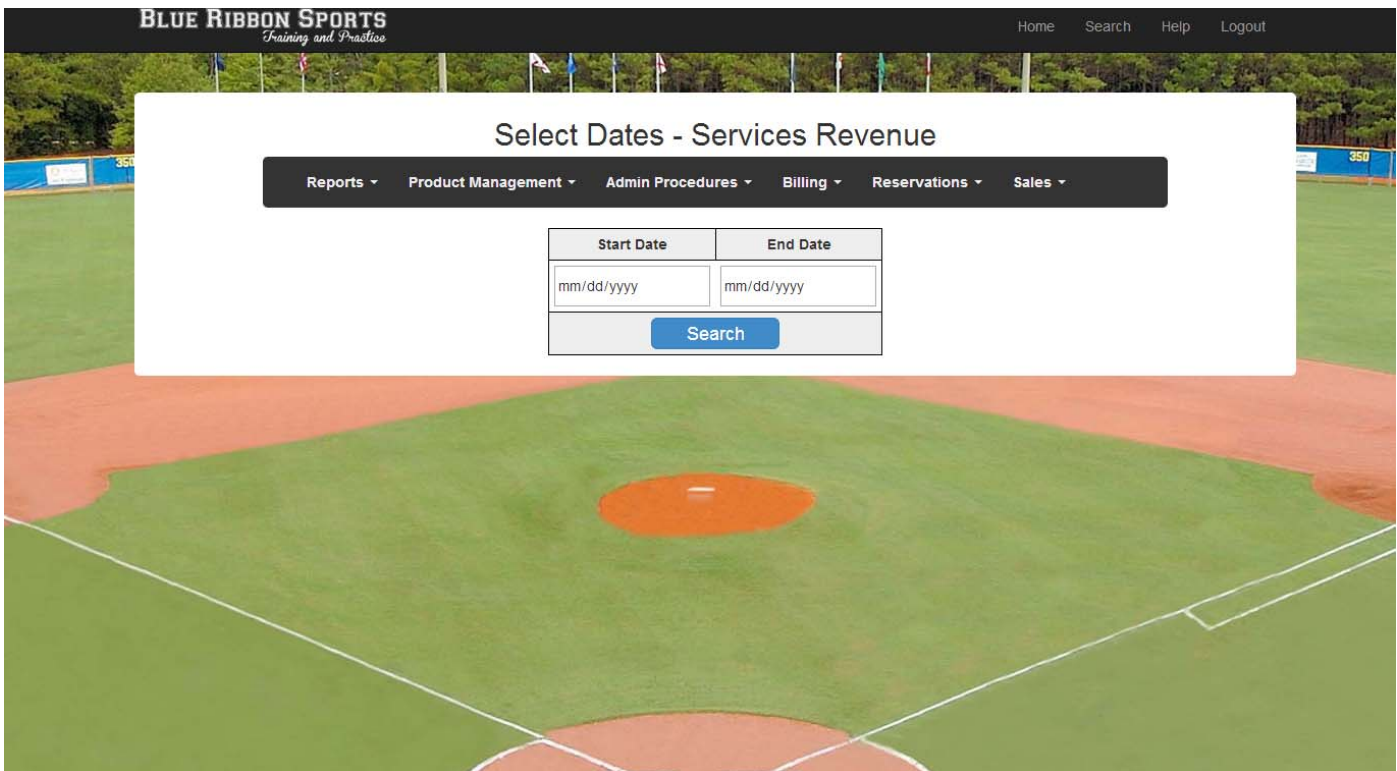
Report Span: 2014-04-04 to 2014-05-04 Report Date: 2014-05-04

Reservation ID	Instructor ID	Instructor Name	Client Name	Reservation Date	Start Time	End Time
4	59	Fred Sillysun	Robert Long	2014-04-16	10:15:00	11:15:00
5	55	Tom Lee	Robert Long	2014-04-30	10:00:00	02:00:00
9	52	Mason Alexander	CMCSS - Pisgah Elementary	2014-05-03	08:00:00	11:00:00
11	57	Scott Shumate	Clarksville Little League	2014-05-02	04:00:00	06:00:00
13	50	Sally Smith	Mark Johnson	2014-04-30	10:00:00	14:00:00
14	51	Fred Brown	Sherry Just	2014-05-04	11:00:00	15:00:00

1. The information will be displayed in table format on the screen, showing the date of the report's creation, as well as the dates the report covers.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Services Revenue Report

In order to View the Service Revenue Report a date range must be entered to select the reservations.

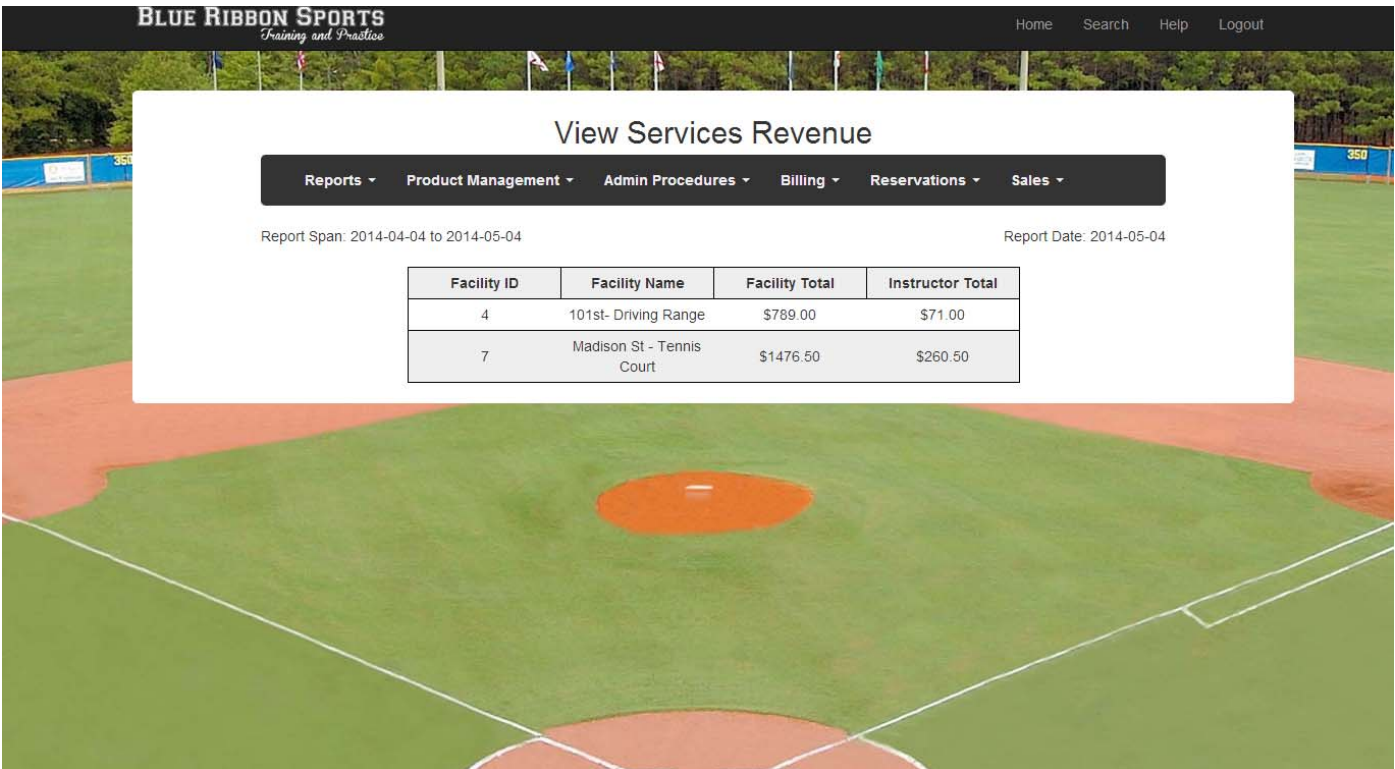


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links for Home, Search, Help, and Logout. Below this, a white modal window titled 'Select Dates - Services Revenue' is displayed. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu is a form with two input fields labeled 'Start Date' and 'End Date', each with a placeholder 'mm/dd/yyyy'. A blue 'Search' button is positioned below the 'End Date' field.

1. Enter the Start Date and End date into the fields. In Chrome, a Date field will be displayed to simplify entry. In other browsers, dates should be entered in yyyy-mm-dd format.
2. Once the dates have been entered, click “Search” to generate the report.

Services Revenue Report

The Services Revenue Report displays the Facility ID, Facility Name, Facility Revenue Total and related Instructor revenue total for the specified date range.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

View Services Revenue

Reports ▾ Product Management ▾ Admin Procedures ▾ Billing ▾ Reservations ▾ Sales ▾

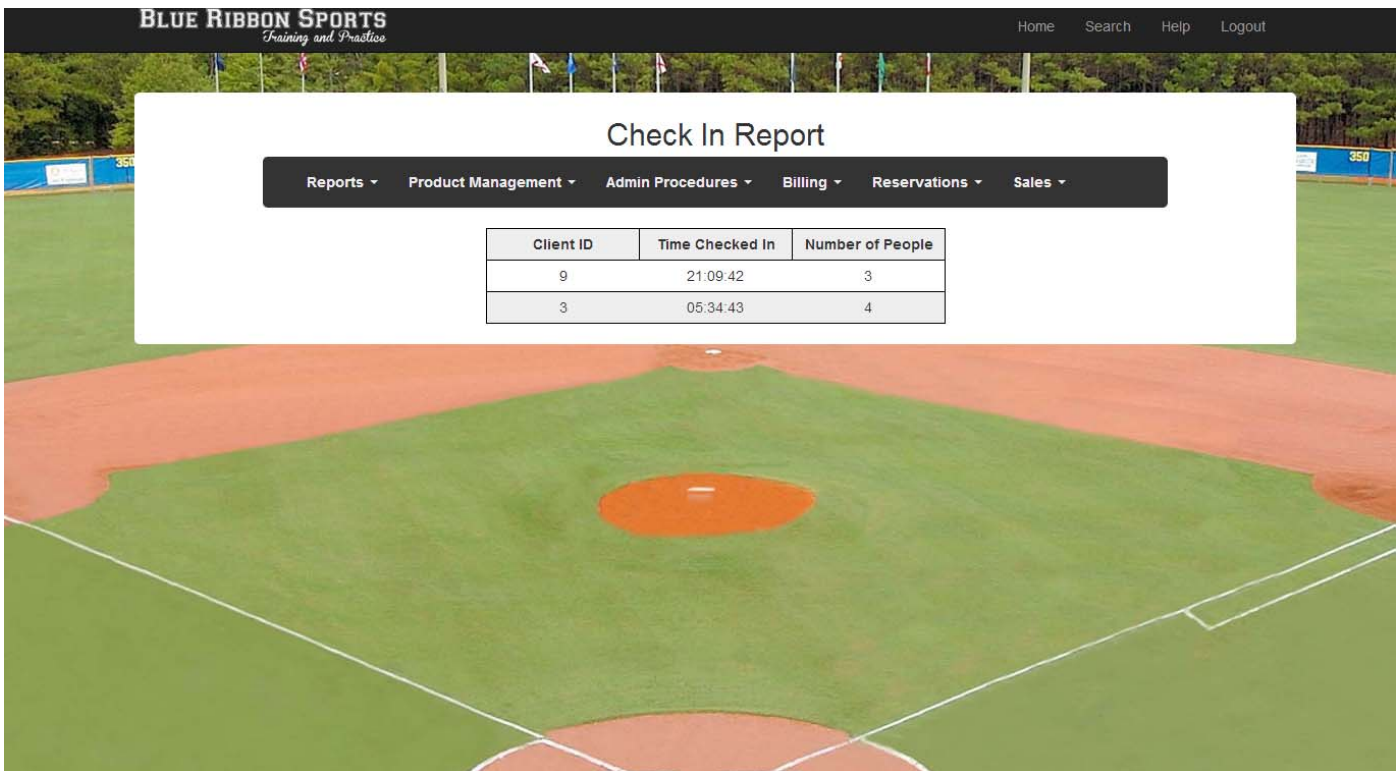
Report Span: 2014-04-04 to 2014-05-04 Report Date: 2014-05-04

Facility ID	Facility Name	Facility Total	Instructor Total
4	101st- Driving Range	\$789.00	\$71.00
7	Madison St - Tennis Court	\$1476.50	\$260.50

1. The information will be displayed in table format on the screen, showing the date of the report's creation, as well as the dates the report covers.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Check-in Report

The Check-In Report display's all clients that have check-in and not checked out at the current time.



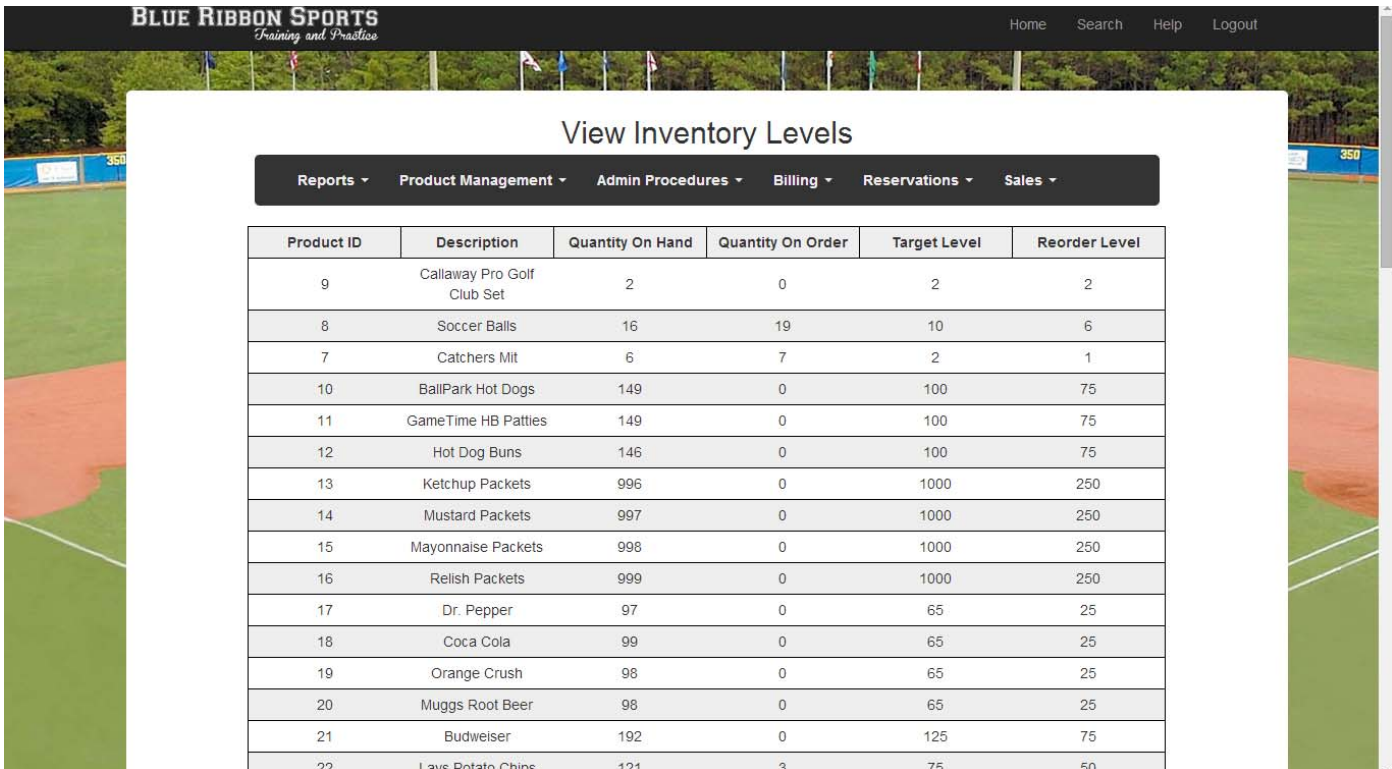
The screenshot shows a web application for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The navigation bar includes links for Home, Search, Help, and Logout. A dark menu bar contains several categories: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The 'Check In Report' is displayed as a white overlay on a background image of a baseball field. It features a table with the following data:

Client ID	Time Checked In	Number of People
9	21:09:42	3
3	05:34:43	4

1. The information will be displayed in table format on the screen.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Inventory Levels Report

The inventory levels report lists every Product ID and Product Description with the current Quantity on Hand and Quantity on Order, along with the Target and Reorder Levels. This report shows the levels or stock currently in stock or on order.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

View Inventory Levels

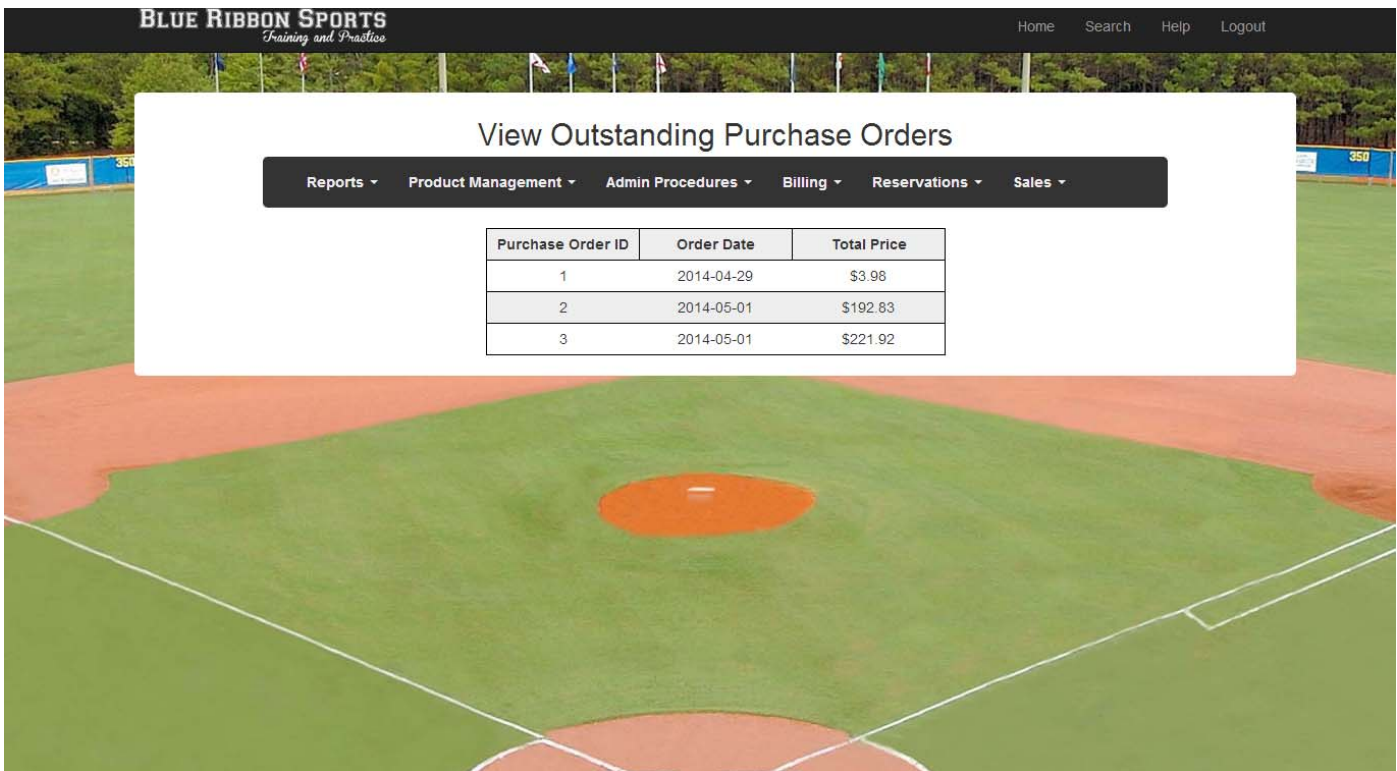
Reports ▾ Product Management ▾ Admin Procedures ▾ Billing ▾ Reservations ▾ Sales ▾

Product ID	Description	Quantity On Hand	Quantity On Order	Target Level	Reorder Level
9	Callaway Pro Golf Club Set	2	0	2	2
8	Soccer Balls	16	19	10	6
7	Catchers Mit	6	7	2	1
10	BallPark Hot Dogs	149	0	100	75
11	GameTime HB Patties	149	0	100	75
12	Hot Dog Buns	146	0	100	75
13	Ketchup Packets	996	0	1000	250
14	Mustard Packets	997	0	1000	250
15	Mayonnaise Packets	998	0	1000	250
16	Relish Packets	999	0	1000	250
17	Dr. Pepper	97	0	65	25
18	Coca Cola	99	0	65	25
19	Orange Crush	98	0	65	25
20	Muggs Root Beer	98	0	65	25
21	Budweiser	192	0	125	75
22	Lays Potato Chips	121	3	75	50

1. The information will be displayed in table format on the screen.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

View Outstanding Purchase Orders

The View Outstanding Orders report displays the Purchase Order ID, date ordered and cost of the order for any order that has been made and not received.



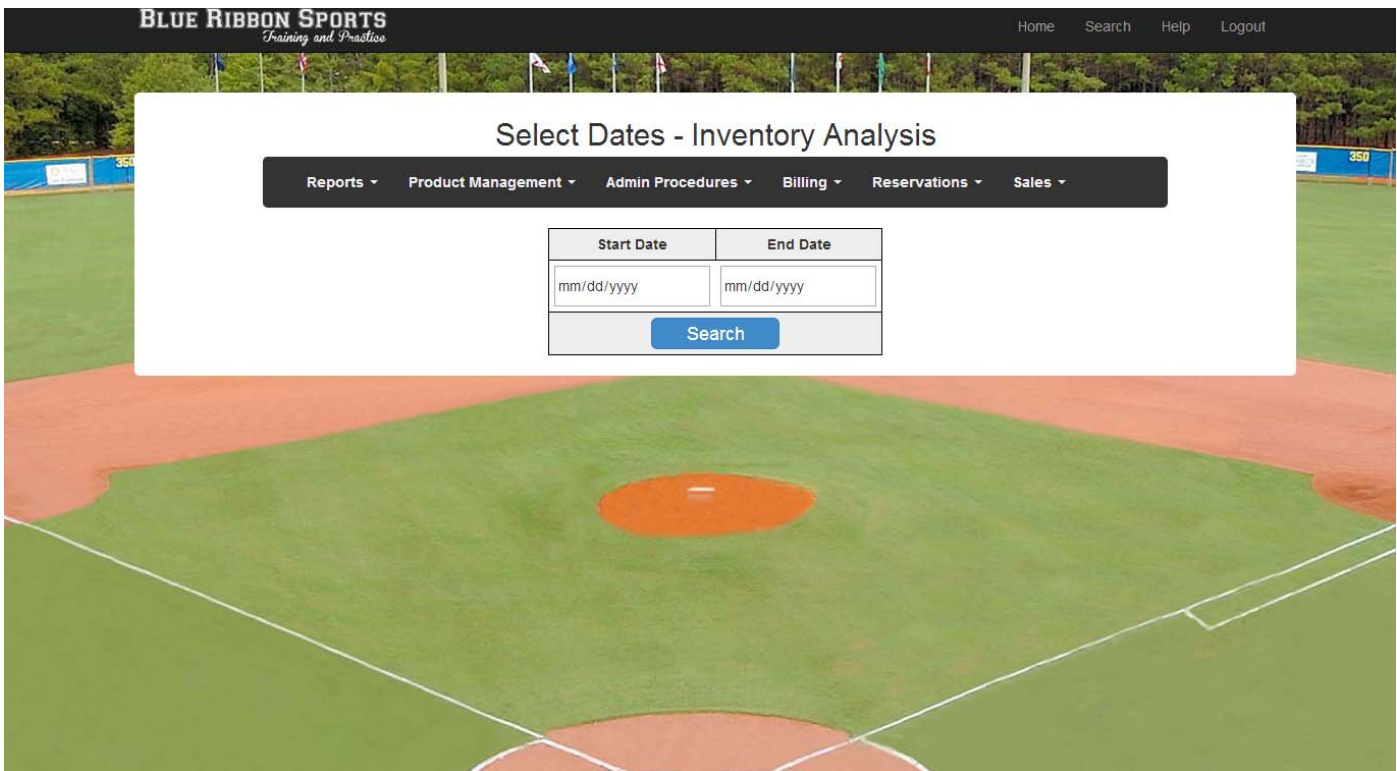
The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The navigation bar includes links for Home, Search, Help, and Logout. A dark menu bar contains several options: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The 'View Outstanding Purchase Orders' report is displayed as a table with three columns: Purchase Order ID, Order Date, and Total Price. The table lists three orders: Order ID 1 with a date of 2014-04-29 and a total price of \$3.98; Order ID 2 with a date of 2014-05-01 and a total price of \$192.83; and Order ID 3 with a date of 2014-05-01 and a total price of \$221.92. The background of the page is a photograph of a baseball field.

Purchase Order ID	Order Date	Total Price
1	2014-04-29	\$3.98
2	2014-05-01	\$192.83
3	2014-05-01	\$221.92

1. The information will be displayed in table format on the screen.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Inventory Analysis Report

In order to View the Inventory Analysis Report a date range must be entered to select the reservations.

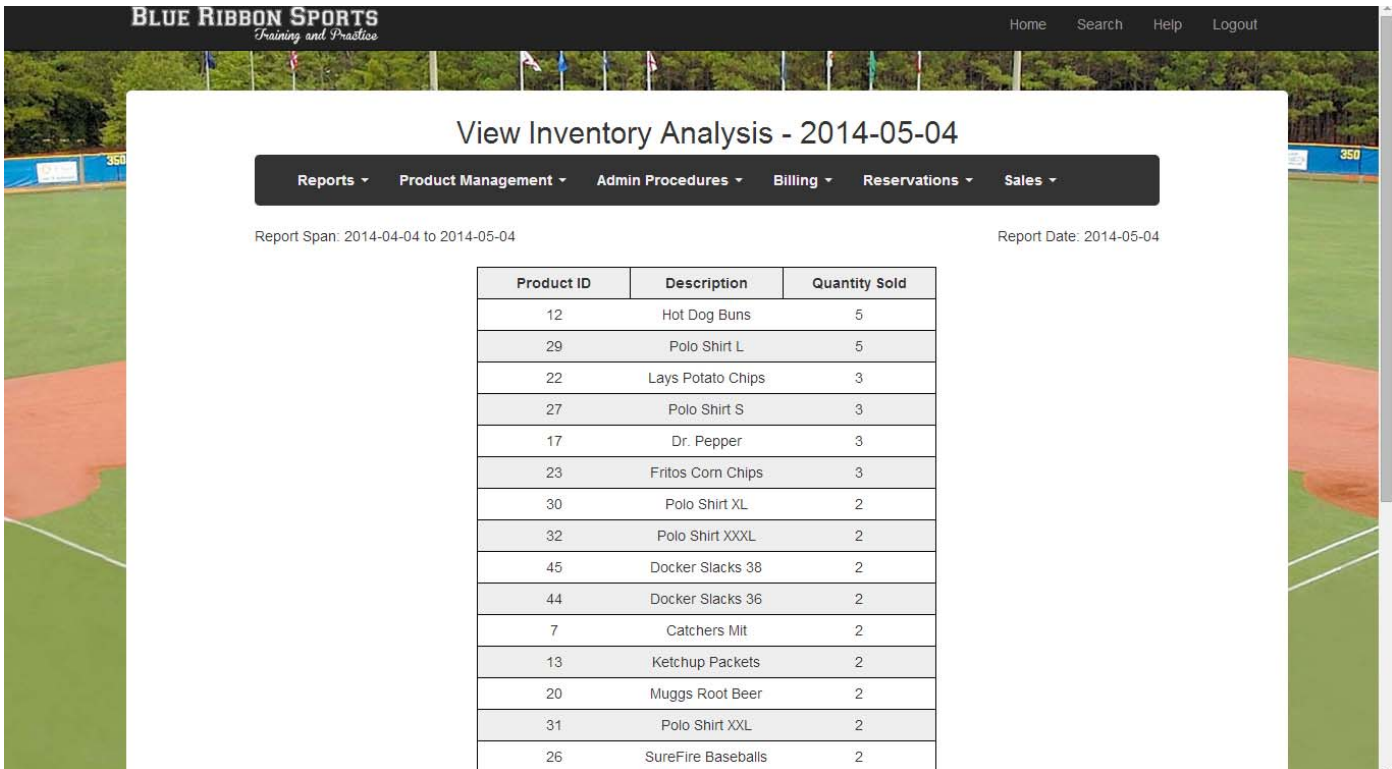


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links for Home, Search, Help, and Logout. Below this, a white modal window titled 'Select Dates - Inventory Analysis' is displayed. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu is a form with two input fields labeled 'Start Date' and 'End Date', each with a placeholder 'mm/dd/yyyy'. A blue 'Search' button is positioned below the 'End Date' field.

1. Enter the Start Date and End date into the fields. In Chrome, a Date field will be displayed to simplify entry. In other browsers, dates should be entered in yyyy-mm-dd format.
2. Once the dates have been entered, click “Search” to generate the report.

Inventory Analysis Report

The Inventory Analysis report displays the Product ID, description, and Quantity Sold during the specified date range.



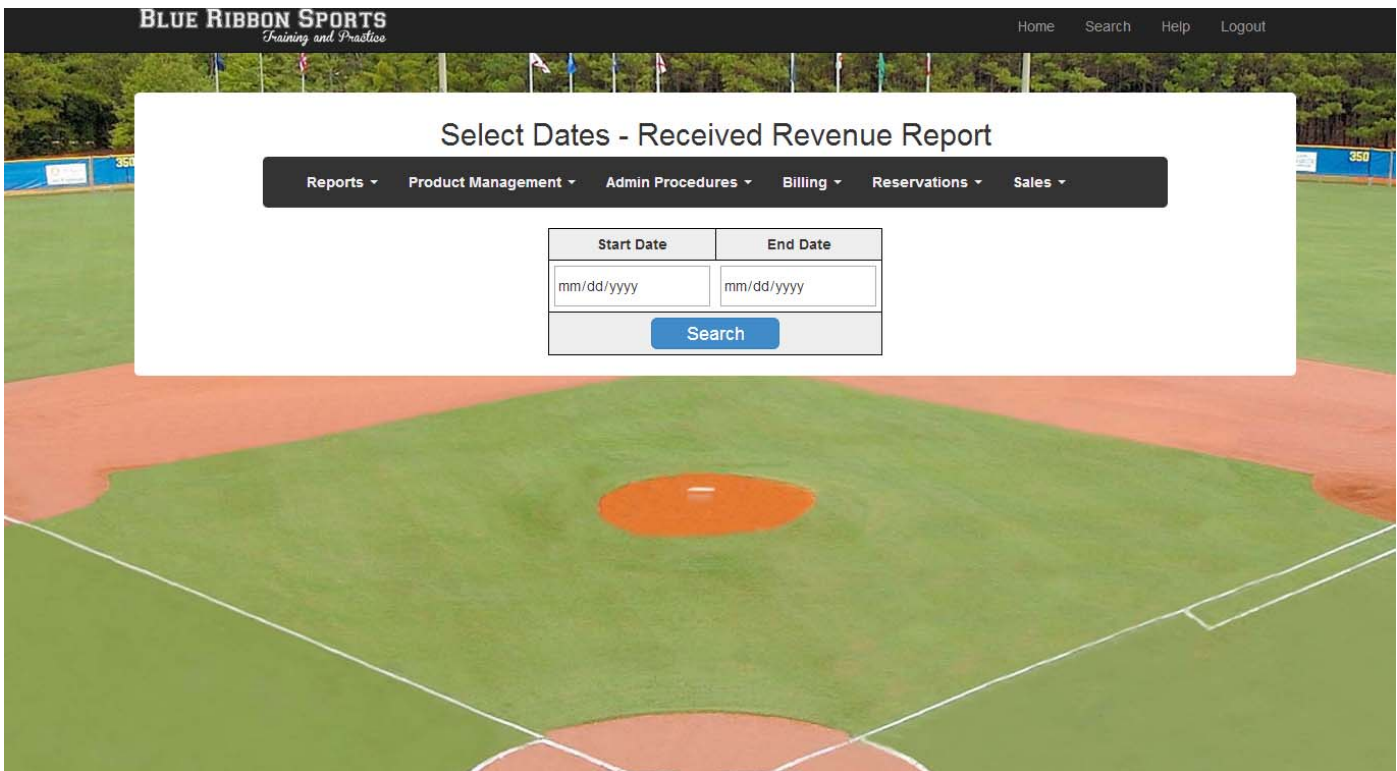
The screenshot shows a web application interface for 'BLUE RIBBON SPORTS'. The main content area is titled 'View Inventory Analysis - 2014-05-04'. Below the title, there is a navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The report span is '2014-04-04 to 2014-05-04' and the report date is '2014-05-04'. The data is presented in a table with three columns: Product ID, Description, and Quantity Sold.

Product ID	Description	Quantity Sold
12	Hot Dog Buns	5
29	Polo Shirt L	5
22	Lays Potato Chips	3
27	Polo Shirt S	3
17	Dr. Pepper	3
23	Fritos Corn Chips	3
30	Polo Shirt XL	2
32	Polo Shirt XXXL	2
45	Docker Slacks 38	2
44	Docker Slacks 36	2
7	Catchers Mit	2
13	Ketchup Packets	2
20	Muggs Root Beer	2
31	Polo Shirt XXL	2
26	SureFire Baseballs	2

1. The information will be displayed in table format on the screen, showing the date of the report's creation, as well as the dates the report covers.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Received Revenue Report

In order to View the Received Revenue Report a date range must be entered to select the reservations.



The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links for Home, Search, Help, and Logout. Below this, a white modal window titled 'Select Dates - Received Revenue Report' is centered. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu is a form with two input fields labeled 'Start Date' and 'End Date', each with a placeholder 'mm/dd/yyyy'. A blue 'Search' button is positioned below the 'End Date' field.

1. Enter the Start Date and End date into the fields. In Chrome, a Date field will be displayed to simplify entry. In other browsers, dates should be entered in yyyy-mm-dd format.
2. Once the dates have been entered, click “Search” to generate the report.

Received Revenue Report

The Received Revenue report displays the Bill ID, Bill Total, Payment Date and Payment Amount for all payments received for Reservations and Instructor Fee's during the specified date range.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Received Revenue Report

Reports ▾ Product Management ▾ Admin Procedures ▾ Billing ▾ Reservations ▾ Sales ▾

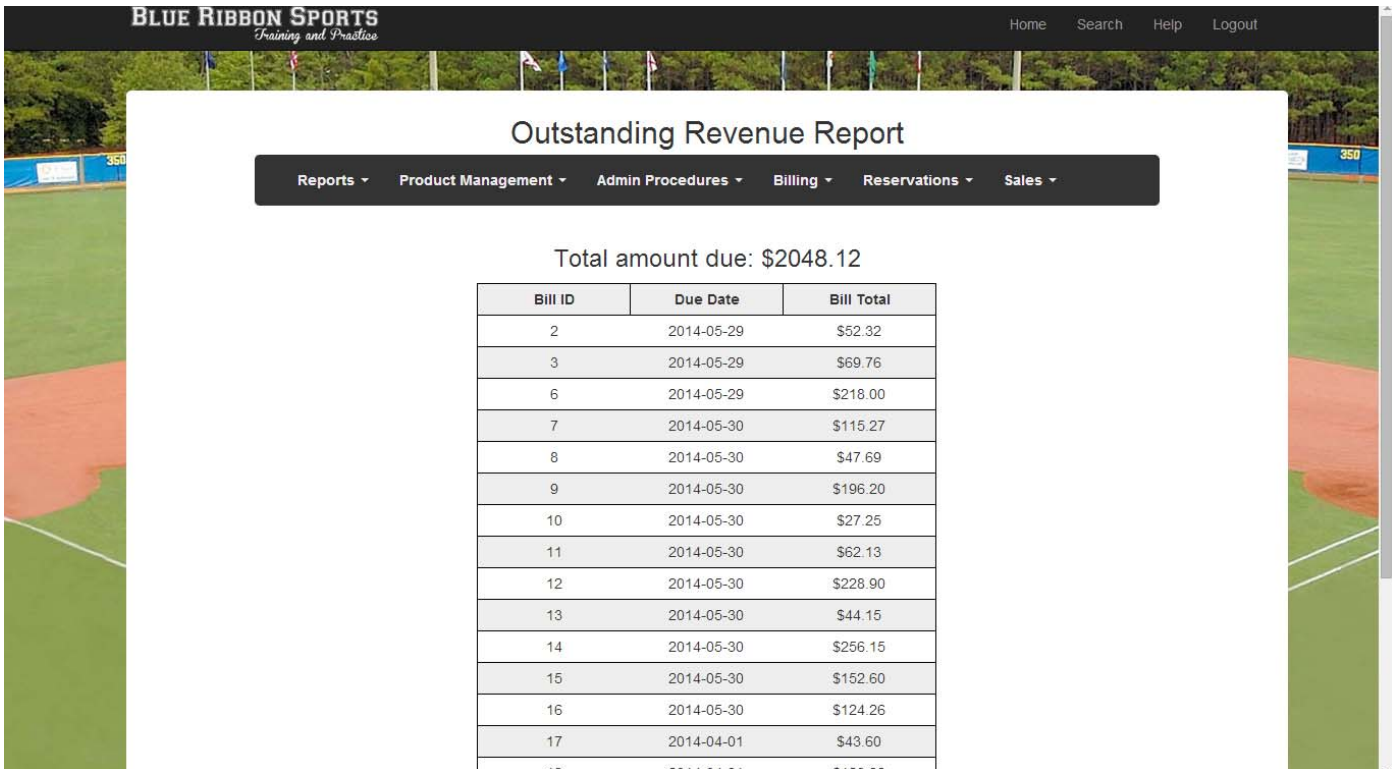
Report Span: 2014-04-04 to 2014-05-04 Report Date: 2014-05-04

Bill ID	Bill Total	Payment Date	Payment Amount
1	\$27.25	2014-05-01	\$27.25
5	\$542.82	2014-05-01	\$542.82
18	\$130.80	2014-05-01	\$130.80
26	\$81.75	2014-05-01	\$81.75

1. The information will be displayed in table format on the screen, showing the date of the report's creation, as well as the dates the report covers.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Outstanding Revenue Report

The Outstanding Revenue report displays the Bill ID, Due Date and Total for every Reservation and Instructor bill that has been generated and not paid for regardless of how recent or old the bill is. A grand total of is displayed at the top of the page.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Outstanding Revenue Report

Reports ▾ Product Management ▾ Admin Procedures ▾ Billing ▾ Reservations ▾ Sales ▾

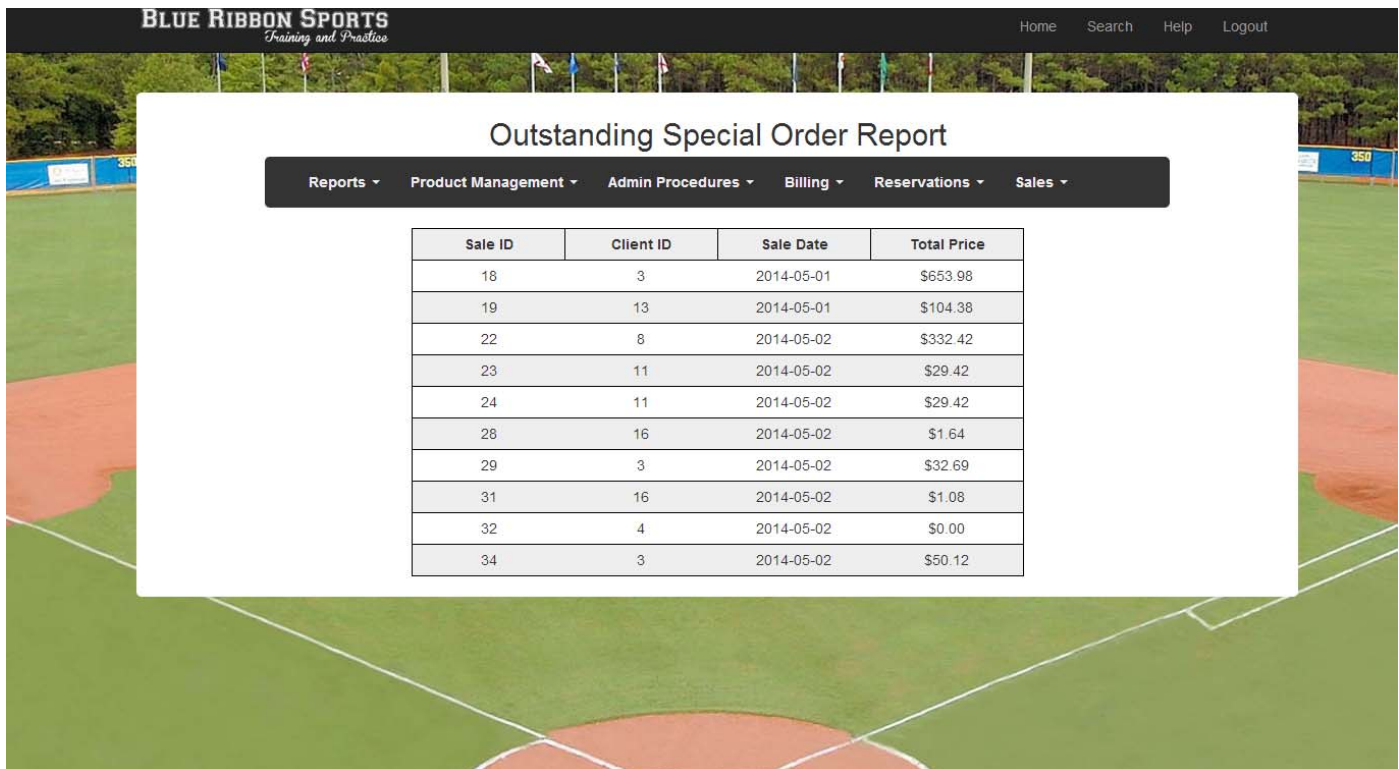
Total amount due: \$2048.12

Bill ID	Due Date	Bill Total
2	2014-05-29	\$52.32
3	2014-05-29	\$69.76
6	2014-05-29	\$218.00
7	2014-05-30	\$115.27
8	2014-05-30	\$47.69
9	2014-05-30	\$196.20
10	2014-05-30	\$27.25
11	2014-05-30	\$62.13
12	2014-05-30	\$228.90
13	2014-05-30	\$44.15
14	2014-05-30	\$256.15
15	2014-05-30	\$152.60
16	2014-05-30	\$124.26
17	2014-04-01	\$43.60
18	2014-04-01	\$120.00

1. The information will be displayed in table format on the screen.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Outstanding Special Order Report

The Outstanding Special Orders reports displays the Sale ID, Client ID, Sale Date and Total Price for any merchandise order placed by a customer that has not been fulfilled.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Outstanding Special Order Report

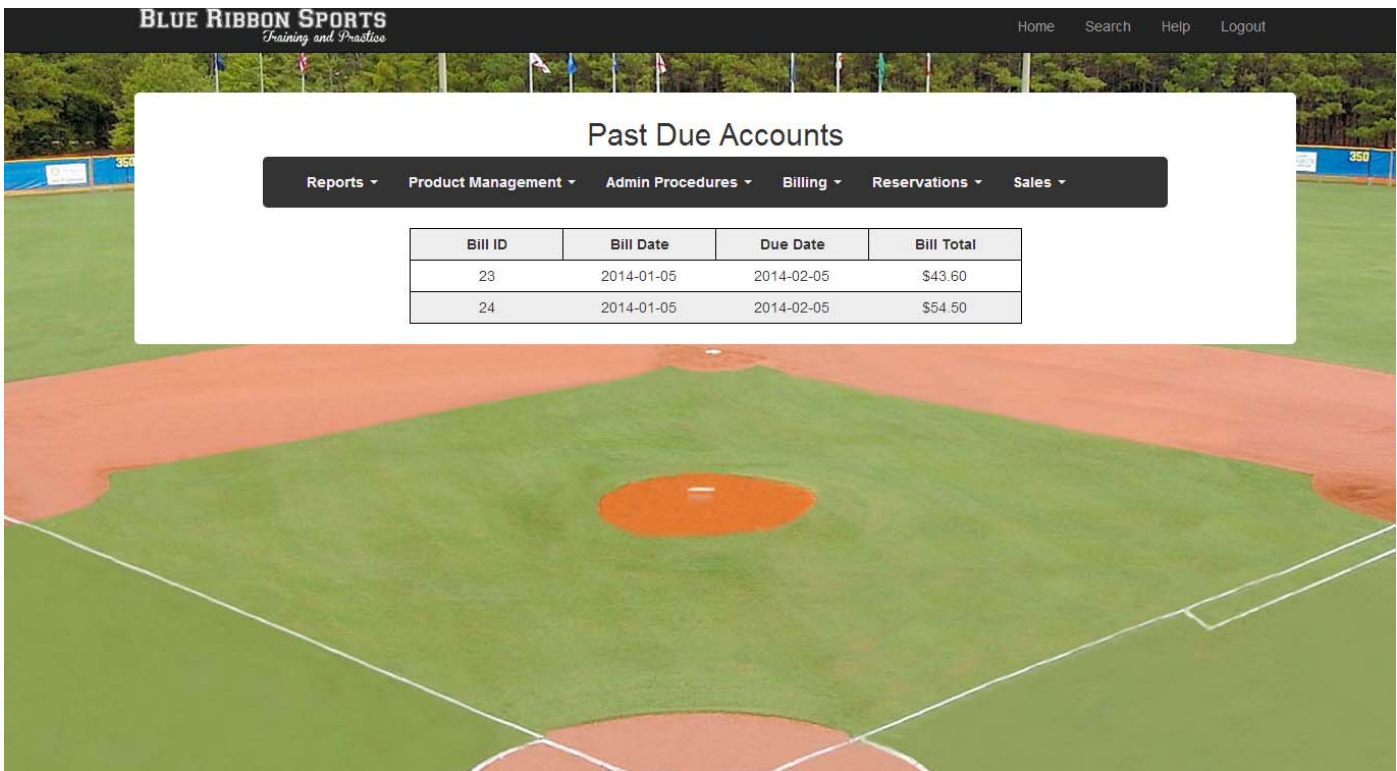
Reports ▾ Product Management ▾ Admin Procedures ▾ Billing ▾ Reservations ▾ Sales ▾

Sale ID	Client ID	Sale Date	Total Price
18	3	2014-05-01	\$653.98
19	13	2014-05-01	\$104.38
22	8	2014-05-02	\$332.42
23	11	2014-05-02	\$29.42
24	11	2014-05-02	\$29.42
28	16	2014-05-02	\$1.64
29	3	2014-05-02	\$32.69
31	16	2014-05-02	\$1.08
32	4	2014-05-02	\$0.00
34	3	2014-05-02	\$50.12

1. The information will be displayed in table format on the screen.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Past Due Accounts Report

The Past Due Accounts report displays the Bill ID, Bill Date, Due Date and Bill Total for any bill that is 15 days past the due date and un-paid.



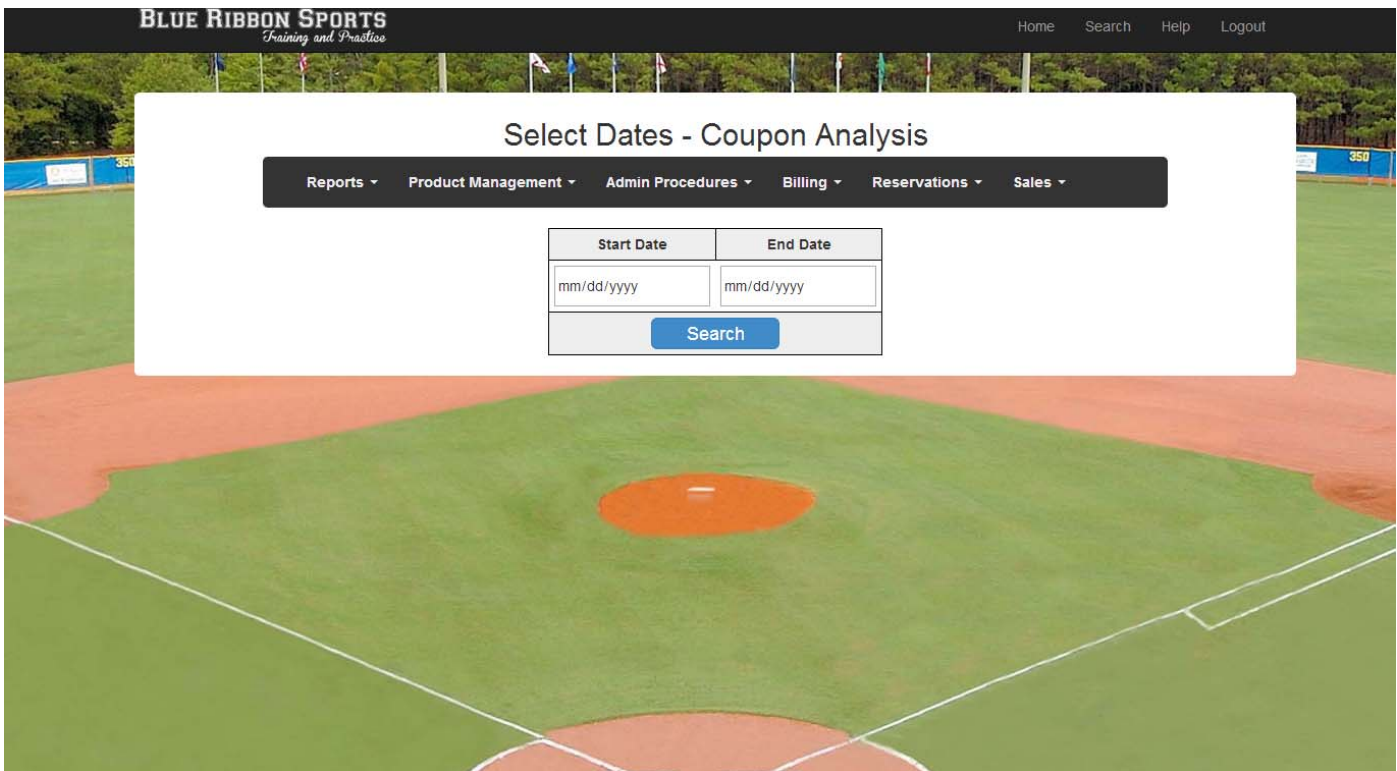
The screenshot shows the Blue Ribbon Sports website interface. At the top, there is a navigation bar with links for Home, Search, Help, and Logout. Below the navigation bar, a dark menu bar contains several categories: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The 'Past Due Accounts' report is selected, and its data is displayed in a table. The table has four columns: Bill ID, Bill Date, Due Date, and Bill Total. It contains two rows of data.

Bill ID	Bill Date	Due Date	Bill Total
23	2014-01-05	2014-02-05	\$43.60
24	2014-01-05	2014-02-05	\$54.50

1. The information will be displayed in table format on the screen.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Coupon Analysis Report

In order to View the Coupon Analysis Report a date range must be entered.

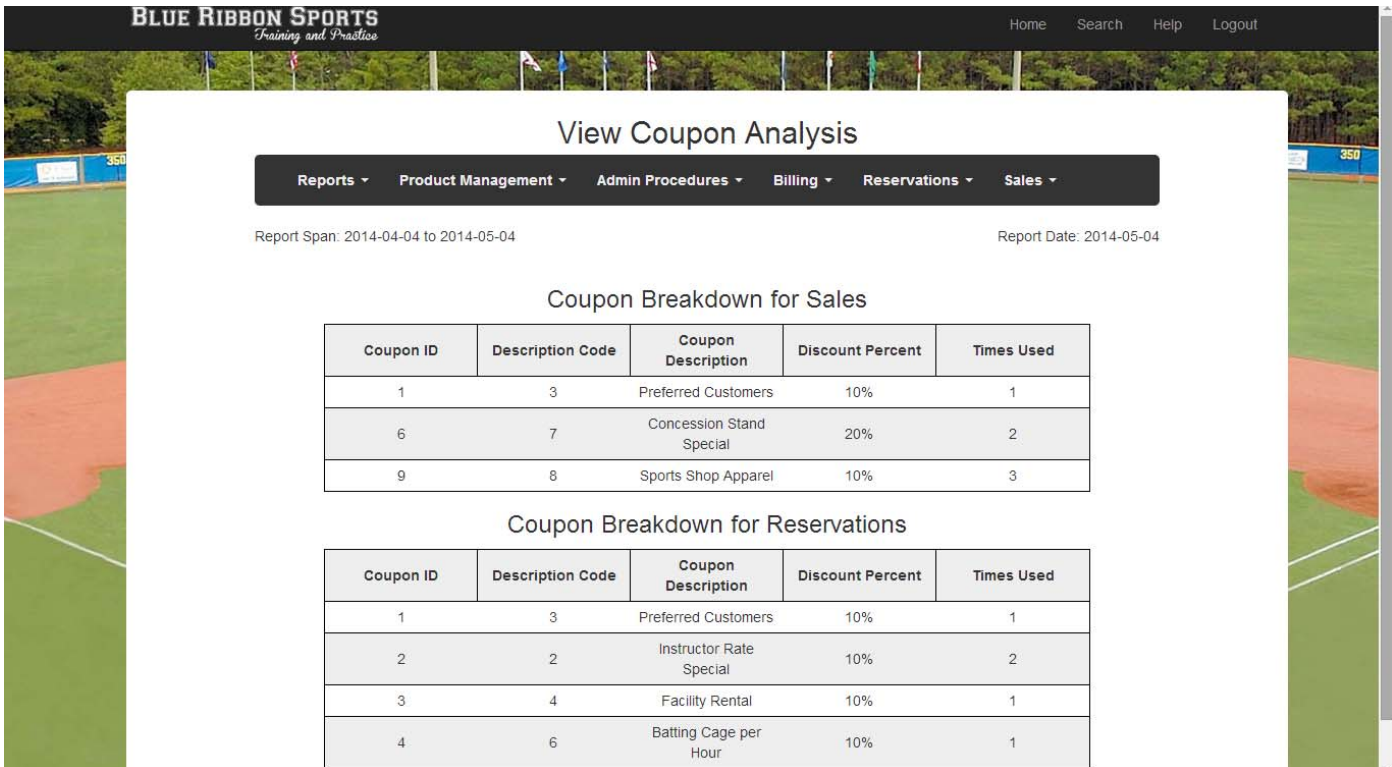


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A white modal window titled 'Select Dates - Coupon Analysis' is centered on the screen. Inside the modal, there is a dark navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below this, there are two input fields for 'Start Date' and 'End Date', each with a placeholder 'mm/dd/yyyy'. A blue 'Search' button is positioned below the input fields.

1. Enter the Start Date and End date into the fields. In Chrome, a Date field will be displayed to simplify entry. In other browsers, dates should be entered in yyyy-mm-dd format.
2. Once the dates have been entered, click “Search” to generate the report.

Coupon Analysis Report

The Coupon Analysis report displays the Coupon ID, Description Code, Discount Percent and the Times Used during the specified date range. It is separated into two categories coupons used to purchase merchandise (sales) and coupons used towards reservations



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

View Coupon Analysis

Reports ▾ Product Management ▾ Admin Procedures ▾ Billing ▾ Reservations ▾ Sales ▾

Report Span: 2014-04-04 to 2014-05-04 Report Date: 2014-05-04

Coupon Breakdown for Sales

Coupon ID	Description Code	Coupon Description	Discount Percent	Times Used
1	3	Preferred Customers	10%	1
6	7	Concession Stand Special	20%	2
9	8	Sports Shop Apparel	10%	3

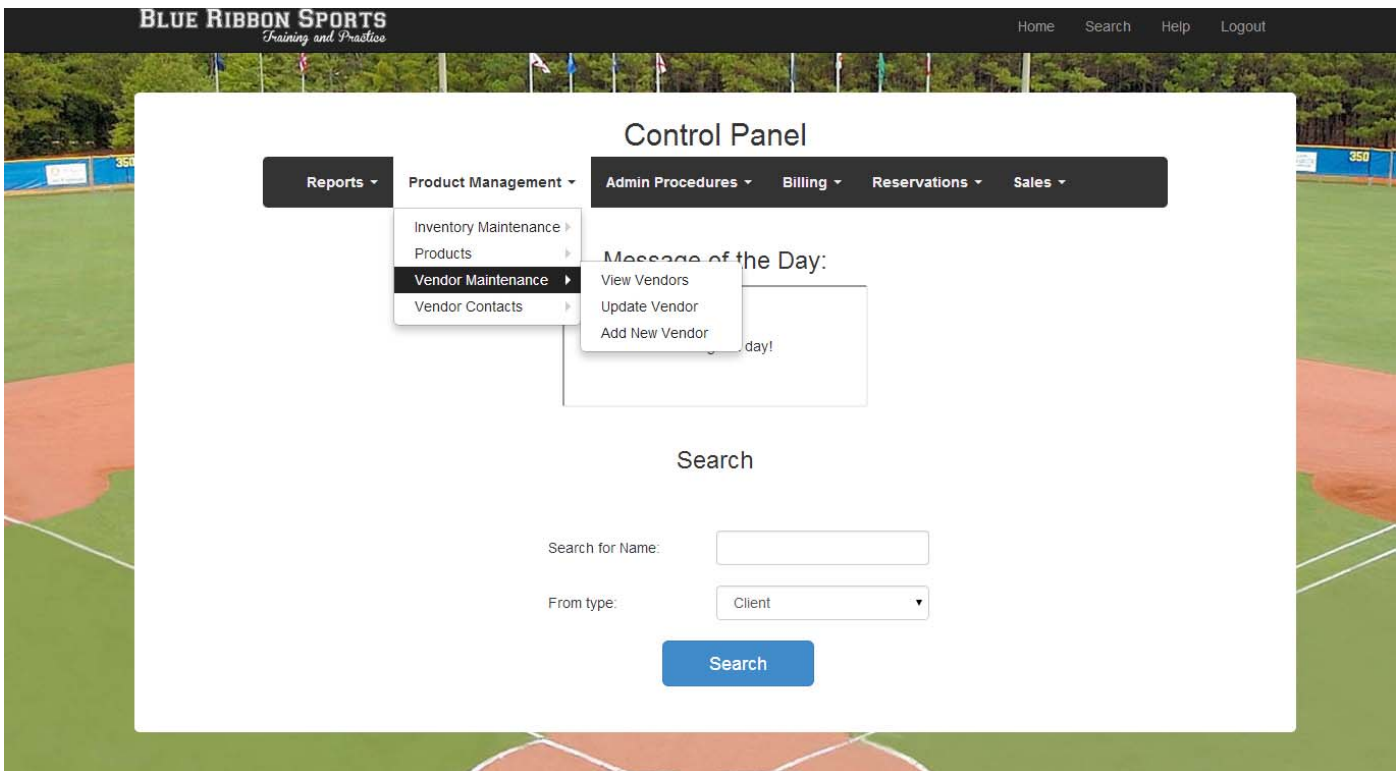
Coupon Breakdown for Reservations

Coupon ID	Description Code	Coupon Description	Discount Percent	Times Used
1	3	Preferred Customers	10%	1
2	2	Instructor Rate Special	10%	2
3	4	Facility Rental	10%	1
4	6	Batting Cage per Hour	10%	1

1. The information will be displayed in table format on the screen, showing the date of the report's creation, as well as the dates the report covers.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Navigation – Product Management

The Product Management section of the navigation bar provides access to the inventory, product, and vendor information contained in the system, separated into four categories.



1. To access the Product Management dropdown, click on Product Management on the Navigation bar.
2. If a small gray triangle is listed to the right of the item in the dropdown, it contains further menu options. Hover over the category to see more options.
3. Click on the desired page to navigate to it.

Update Inventory Levels

The Update Inventory Levels screen displays the Inventory ID, Quantity on Hand, Quantity on Order, Reorder Level and Target Level for all items in inventory. From this screen you can update all the displayed fields with the exception of the Inventory ID.

The screenshot shows the 'Update Inventory Levels' screen within the 'BLUE RIBBON SPORTS' application. The header includes navigation links: Home, Search, Help, and Logout. Below the header is a dark navigation bar with menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main content area displays a table with 10 rows of inventory items. Each row contains five input fields: Inventory ID, Quantity On Hand, Quantity On Order, Reorder Level, and Target Level. The table is currently displaying items 1 through 10. At the bottom of the table are three buttons: 'Previous', 'Update Levels', and 'Next'.

Inventory ID	Quantity On Hand	Quantity On Order	Reorder Level	Target Level
1	1	0	1	2
2	16	18	6	10
3	6	7	1	2
4	149	0	75	100
5	149	0	75	100
6	146	0	75	100
7	996	0	250	1000
8	997	0	250	1000
9	998	0	250	1000
10	999	0	250	1000

1. The Update Inventory Levels screen will display 10 inventory items at a time, with fields for Quantity On Hand, Quantity ON Order, Reorder Level, and Target level.
2. Make any changes for each Inventory item on the screen, then click Update Levels to save the changes.
3. Use Next and Previous to navigate 10 items forward or backward in the Inventory.
4. Changes made will not be saved unless Update Levels is clicked. Making changes then clicking Next or Previous will not save changes.

Update Prices & Costs

The Update Price/Cost screen displays the Inventory ID, Product ID, Quantity per Unit, Unit Cost and Retail price. From this screen you can update all the displayed fields with the exception of the Inventory ID, and Product ID. The Quantity per Unit is the number of items you received when the quantity ordered is one (i.e. 12 hotdog buns per package).

BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Update Prices & Costs

Reports ▾ Product Management ▾ Admin Procedures ▾ Billing ▾ Reservations ▾ Sales ▾

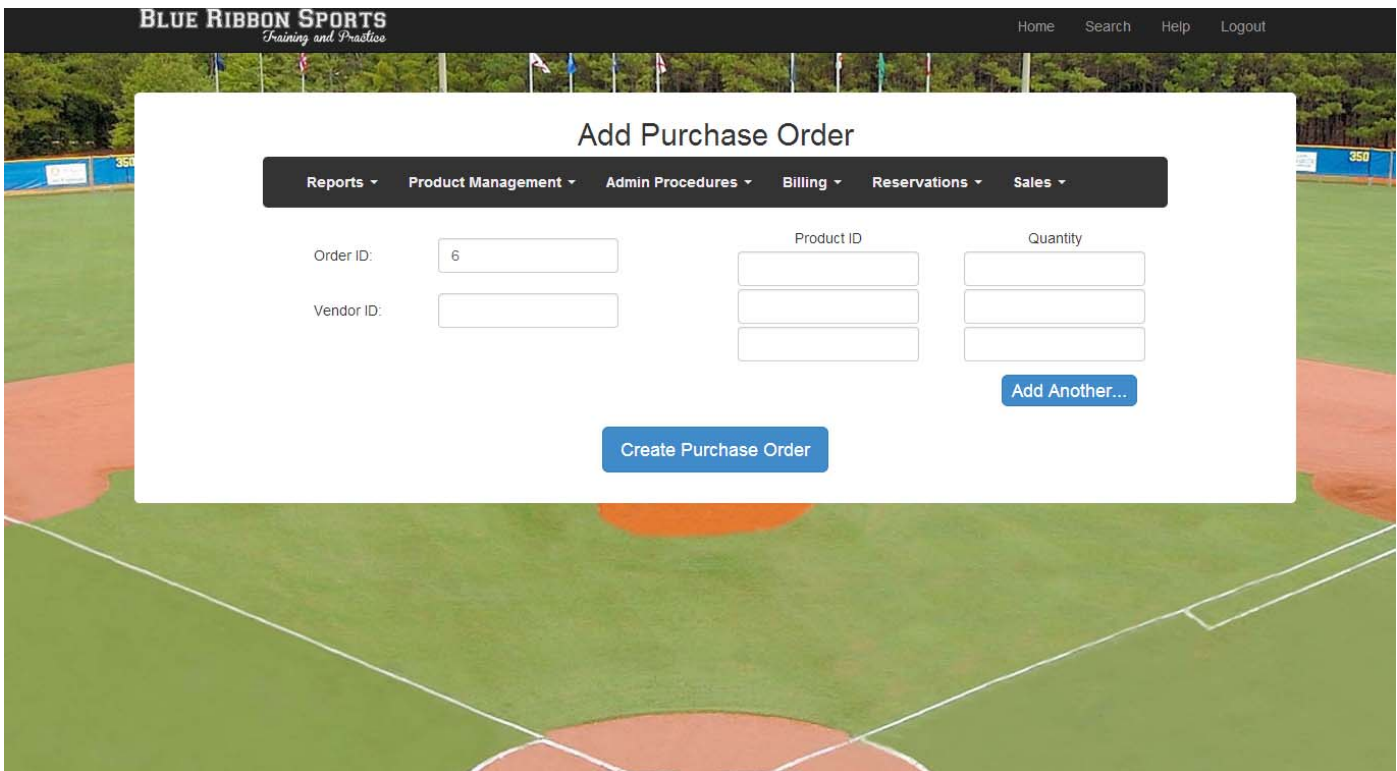
Inventory ID	Product ID	Quantity Per Unit	Unit Cost	Retail Price
1	9	1	234.99	299.99
2	8	6	7.98	8.99
3	7	3	16.49	19.99
4	10	12	10.98	1.99
5	11	12	16.78	2.99
6	12	12	9.99	1.50
7	13	100	35.89	0.00
8	14	100	36.45	0.00
9	15	100	28.94	0.00
10	16	100	39.26	0.00

Previous Update Prices and Costs Next

1. The Update Prices & Costs screen will display 10 inventory items at a time, with fields for Product ID, Quantity per Unit, Unit Cost, and Retail Price.
2. Make any changes for each Inventory item on the screen, then click Update Prices and Costs to save the changes.
3. Use Next and Previous to navigate 10 items forward or backward in the Inventory.
4. Changes made will not be saved unless Update Prices & Costs is clicked. Making changes then clicking Next or Previous will not save changes.

Add Purchase Order

The Add Purchase Order screen allow for the entry of a new purchase order into the system.



The screenshot shows the 'Add Purchase Order' form within the 'BLUE RIBBON SPORTS' application. The form is overlaid on a background image of a baseball field. At the top, there is a navigation bar with links for Home, Search, Help, and Logout. Below this, a dark menu bar contains several options: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area is white and contains the following fields:

- Order ID:** A text input field containing the number '6'.
- Vendor ID:** A text input field that is currently empty.
- Product ID:** A column of three stacked text input fields, all of which are empty.
- Quantity:** A column of three stacked text input fields, all of which are empty.

At the bottom right of the form, there is a blue button labeled 'Add Another...'. At the bottom center, there is a larger blue button labeled 'Create Purchase Order'.

1. The next available Purchase Order ID will be populated into the form. You must then enter the Vendor ID and a Product ID and Quantity for all items on the order.
2. If more than 3 items are on the order, click “Add Another” to add more Product ID and Quantity fields.
3. Once complete, click the “Create Purchase Order” button to create the Purchase Order.
4. If any required fields are left blank, you will be prompted to enter them before the Create Purchase Order button will work.

View Purchase Order

The View Purchase Order screen displays any individual purchase order. The Order ID, Vendor ID, Date Ordered, Date Received (if applicable) , Total Price, Product ID and Quantity Ordered will be displayed for the selected purchase order.

The screenshot shows the 'View Purchase Order' interface. At the top, there's a navigation bar with 'BLUE RIBBON SPORTS' and 'Training and Practice'. Below it, a dark bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. A search bar labeled 'Search by ID:' contains the number '1', with a 'Search' button next to it. Below the search bar is a table displaying order details:

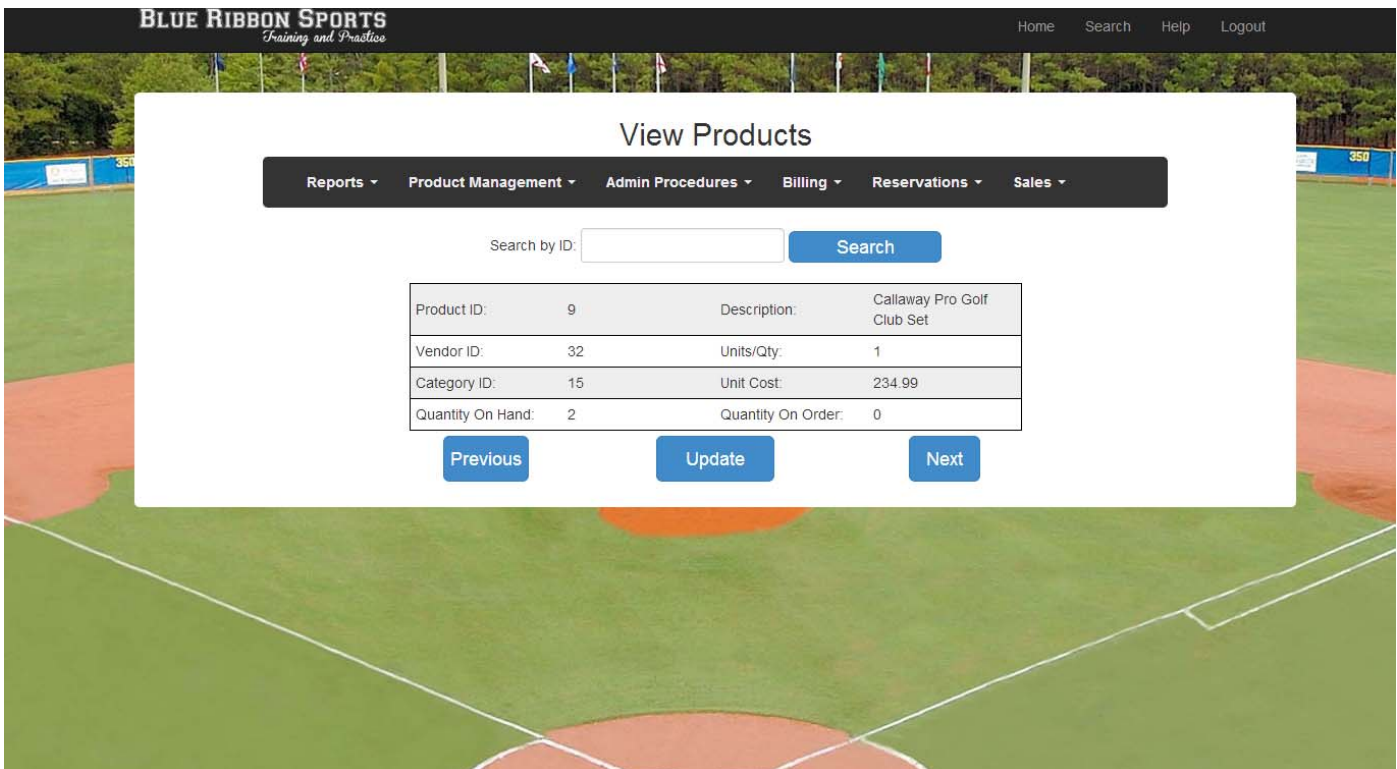
Order ID:	1	Order Date:	2014-04-29
Vendor ID:	33	Received Date:	
Total Price:		\$3.98	
Products on Order			
Product ID:	11	Quantity:	1
Product ID:	12	Quantity:	1

At the bottom of the form, there are three buttons: 'Previous', 'Mark Received', and 'Next'.

1. To search for a specific purchase order, enter the Purchase Order ID in the Search by ID field and click Search. To browse forward and backward through orders, click on the Next and Previous buttons.
2. To mark a purchase order that does not already have a received date as received, view the Purchase Order and click the Mark Received button.

View Products

The View Products screen displays details pertaining to a specific product. The Product ID, Product Description, Vendor ID, Units/Quantity, Category ID, Unit Cost, Quantity on Hand and Quantity on Order will be displayed for the selected product.



The screenshot shows the 'View Products' interface. At the top, there's a navigation bar with 'BLUE RIBBON SPORTS' and 'Training and Practice'. Below it, a dark bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. A search bar labeled 'Search by ID:' is present, followed by a 'Search' button. Below the search bar is a table displaying product details:

Product ID:	9	Description:	Callaway Pro Golf Club Set
Vendor ID:	32	Units/Qty:	1
Category ID:	15	Unit Cost:	234.99
Quantity On Hand:	2	Quantity On Order:	0

Below the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To search for a specific product, enter the Product ID in the Search by ID field and click Search. To browse forward and backward through products, click on the Next and Previous buttons.
2. If the details of a selected product need to be updated, click on the Update button to be sent to the Update Product screen (Page 82) for this Product.

Update Product

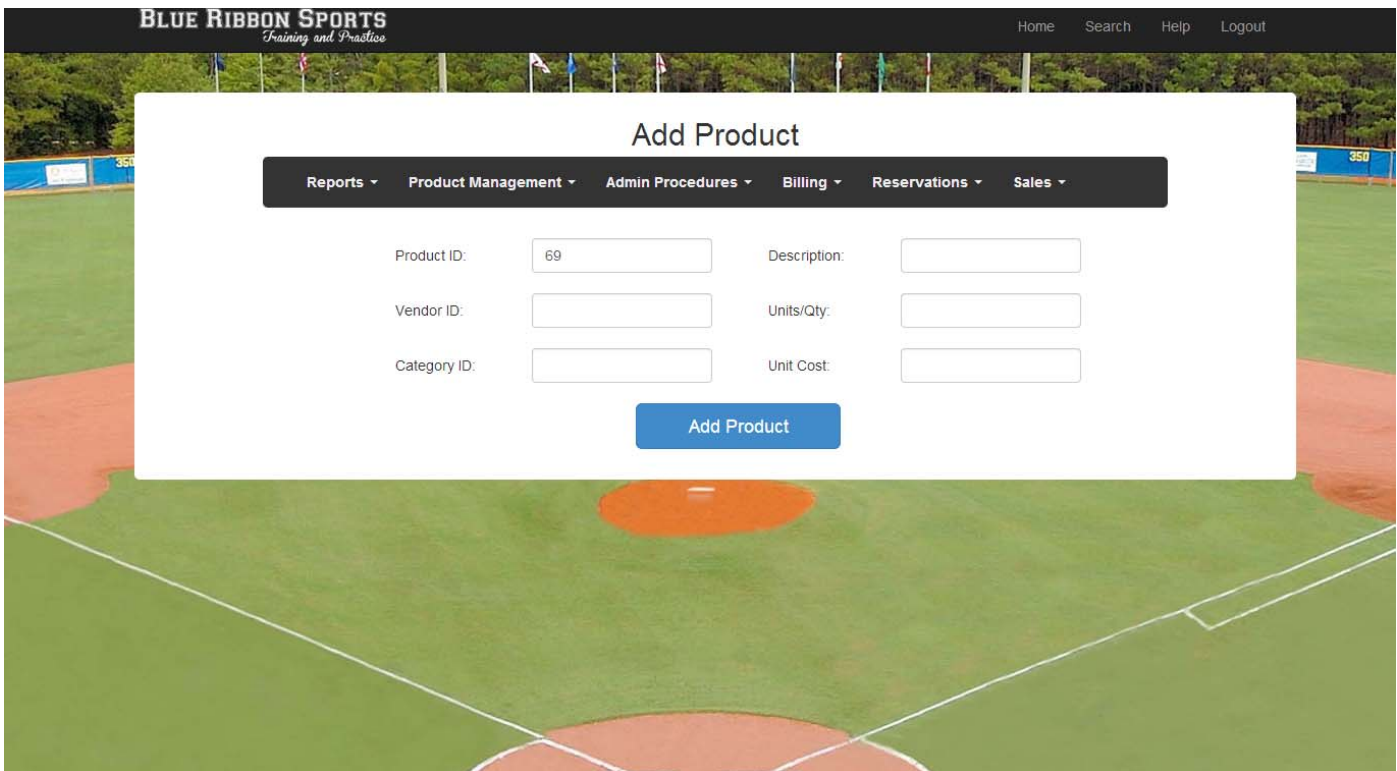
The Update Products screen displays details pertaining to a specific product. The Product ID, Product Description, Vendor ID, Units/Quantity, Category ID, Unit Cost, Quantity on Hand and Quantity on Order will be displayed for the selected product in an editable format.

The screenshot shows the 'Update Products' interface. At the top, a dark header contains the 'BLUE RIBBON SPORTS' logo and the tagline 'Training and Practice'. Navigation links for 'Home', 'Search', 'Help', and 'Logout' are on the right. Below the header is a dark navigation bar with links for 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main form area is white and contains a 'Search by ID:' label with an input field and a blue 'Search' button. Below this are six input fields arranged in two columns: 'Product ID', 'Description', 'Vendor ID', 'Units/Qty', 'Category ID', and 'Unit Cost'. At the bottom of the form is a blue 'Update Product' button. The background of the application is a blurred image of a baseball field.

1. To update an existing product, enter the Product ID in the “Search by ID” field and click “Search.”
2. The Product’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Product.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Product” button will work.

Add Product

The Add Product screen allows for the entry of a new product into the system.



The screenshot displays the 'Add Product' interface within the 'BLUE RIBBON SPORTS' application. The header includes the company name and navigation links: Home, Search, Help, and Logout. A dark navigation bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area is white and contains the following fields:

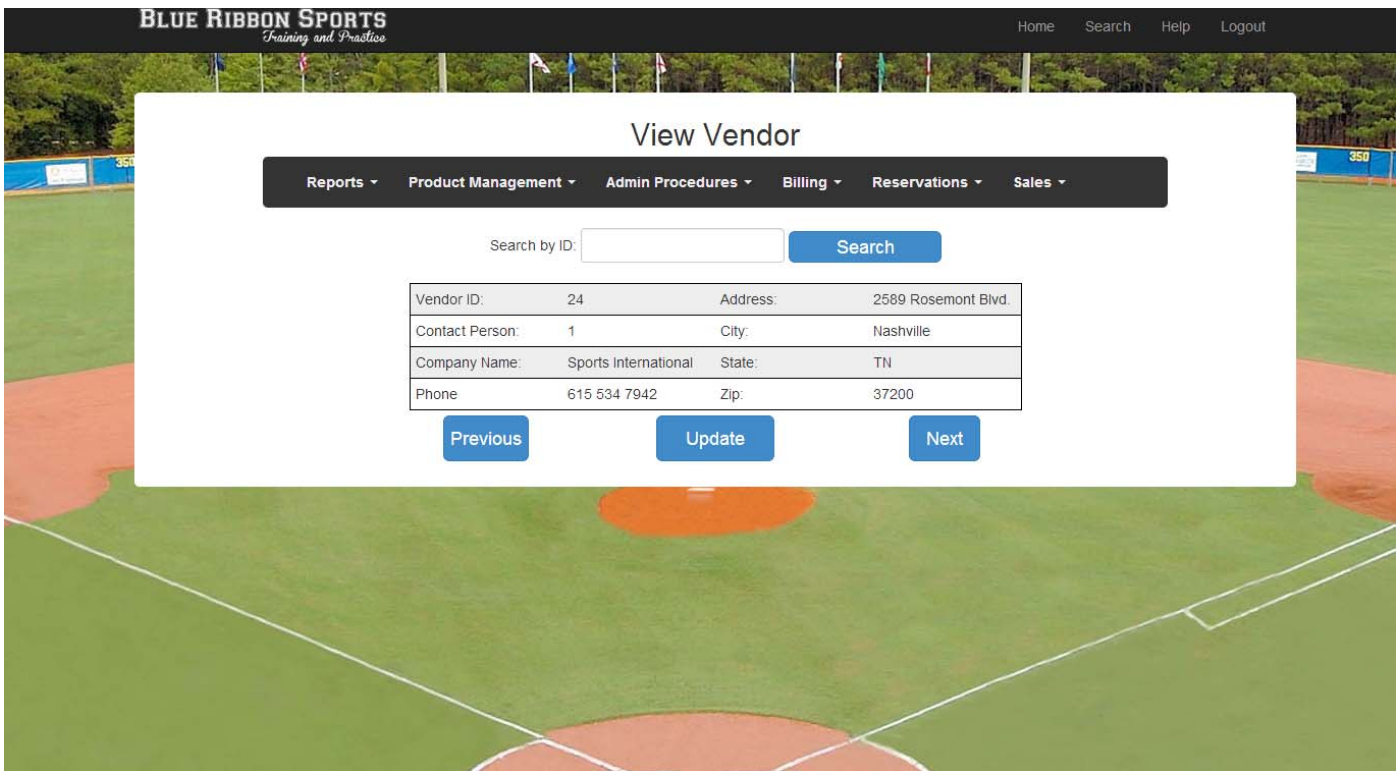
Field Label	Value / Input
Product ID:	69
Description:	
Vendor ID:	
Units/Qty:	
Category ID:	
Unit Cost:	

At the bottom of the form is a blue button labeled 'Add Product'.

1. The next available Product ID will be populated into the form. You must then enter the Vendor ID, Category ID, Description, Units/Qty, and Unit Cost.
2. Once complete, click the “Add Product” button to create the new Product.
3. If any required fields are left blank, you will be prompted to enter them before the Add Product button will work.

View Vendor

The View Vendor screen displays details for any individual Vendor. The Vendor ID, Full Address, Contact Person ID, Company Name and Phone Number will be displayed for the selected



The screenshot shows the 'View Vendor' screen of the 'BLUE RIBBON SPORTS' system. The header includes the logo and navigation links: Home, Search, Help, Logout. Below the header is a dark navigation bar with menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main content area features a 'Search by ID:' field with a 'Search' button. Below this is a table displaying vendor details:

Vendor ID:	24	Address:	2589 Rosemont Blvd.
Contact Person:	1	City:	Nashville
Company Name:	Sports International	State:	TN
Phone	615 534 7942	Zip:	37200

At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To search for a specific vendor, enter the Vendor ID in the Search by ID field and click Search. To browse forward and backward through vendors, click on the Next and Previous buttons.
2. If the details of a selected vendor need to be updated, click on the Update button to be sent to the Update Vendor screen (Page 85) for this vendor.

Update Vendor

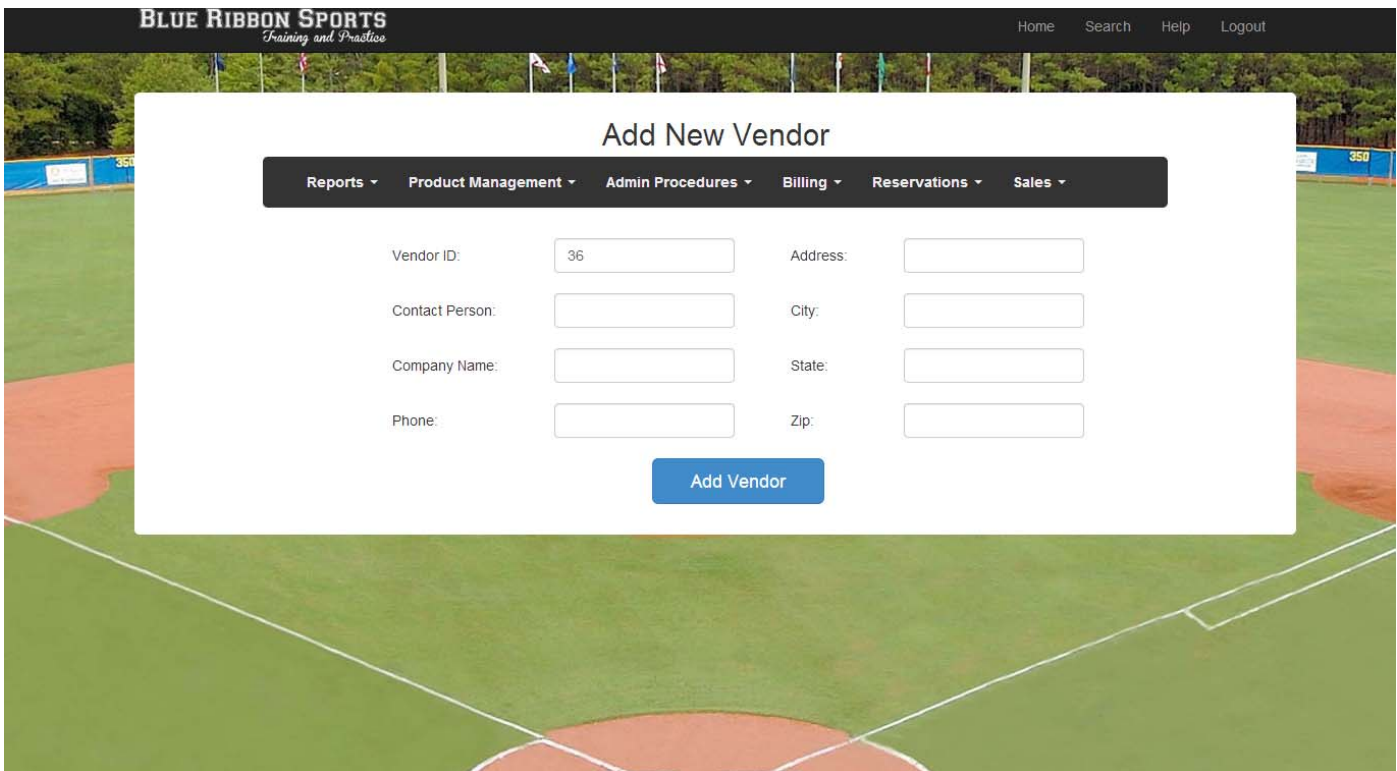
The Update Vendor screen displays details for any individual Vendor. The Vendor ID, Full Address, Contact Person ID, Company Name and Phone Number will be displayed for the selected Vendor in an editable format.

The screenshot shows the 'Update Vendor' interface within the 'BLUE RIBBON SPORTS' system. The background is a baseball field. The interface includes a top navigation bar with 'Home', 'Search', 'Help', and 'Logout'. Below this is a dark menu bar with options: 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main form is titled 'Update Vendor' and contains a 'Search by ID:' field with a 'Search' button. Below the search bar are eight input fields arranged in two columns: 'Vendor ID', 'Address', 'Contact Person', 'City', 'Company Name', 'State', 'Phone', and 'Zip'. At the bottom of the form is a blue 'Update Vendor' button.

1. To update an existing vendor, enter the Vendor ID in the “Search by ID” field and click “Search.”
2. The Vendor’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Vendor.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Vendor” button will work.

Add New Vendor

The Add New Vendor screen allows for the entry of a new Vendor into the system.

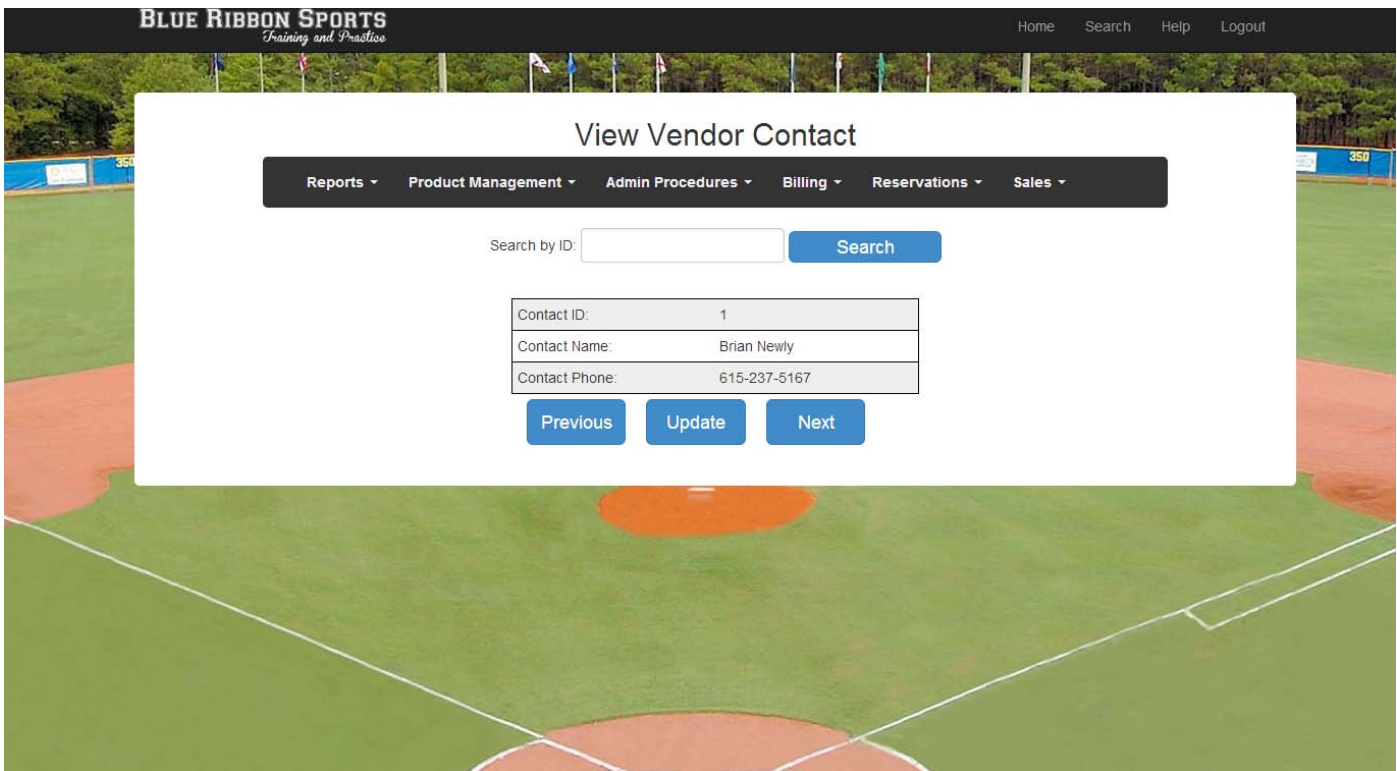


The screenshot shows the 'Add New Vendor' form within the Blue Ribbon Sports system. The form is overlaid on a background image of a baseball field. At the top, there is a dark header with the text 'BLUE RIBBON SPORTS' and 'Training and Practice'. To the right of the header are links for 'Home', 'Search', 'Help', and 'Logout'. Below the header, there is a dark navigation bar with several menu items: 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main form area is white and contains the following fields: 'Vendor ID' (with the value '36'), 'Address', 'Contact Person', 'City', 'Company Name', 'State', 'Phone', and 'Zip'. Each field has a corresponding input box. At the bottom of the form is a blue button labeled 'Add Vendor'.

1. The next available Vendor ID will be populated into the form. You must then enter the Contact Person's ID, Company Name, Phone Number, Street Address, City, State, and Zip.
2. If the Contact Person for this vendor does not exist yet, go to the Add Vendor Contact screen (Page 89).
3. Once complete, click the "Add Vendor" button to create the Vendor.
4. If any required fields are left blank, you will be prompted to enter them before the Add Vendor button will work.

View Vendor Contact

The View Vendor Contact screen displays the details for an individual Vendor Contact. The Vendor Contact ID, Contact Name and Phone Number will be displayed for the selected Vendor Contact.



The screenshot shows the 'View Vendor Contact' screen within the 'BLUE RIBBON SPORTS Training and Practice' application. The background is a baseball field. The interface includes a top navigation bar with 'Home', 'Search', 'Help', and 'Logout' links. Below this is a dark menu bar with options: 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main content area is titled 'View Vendor Contact' and features a 'Search by ID:' field with a 'Search' button. Below the search field is a table displaying contact details:

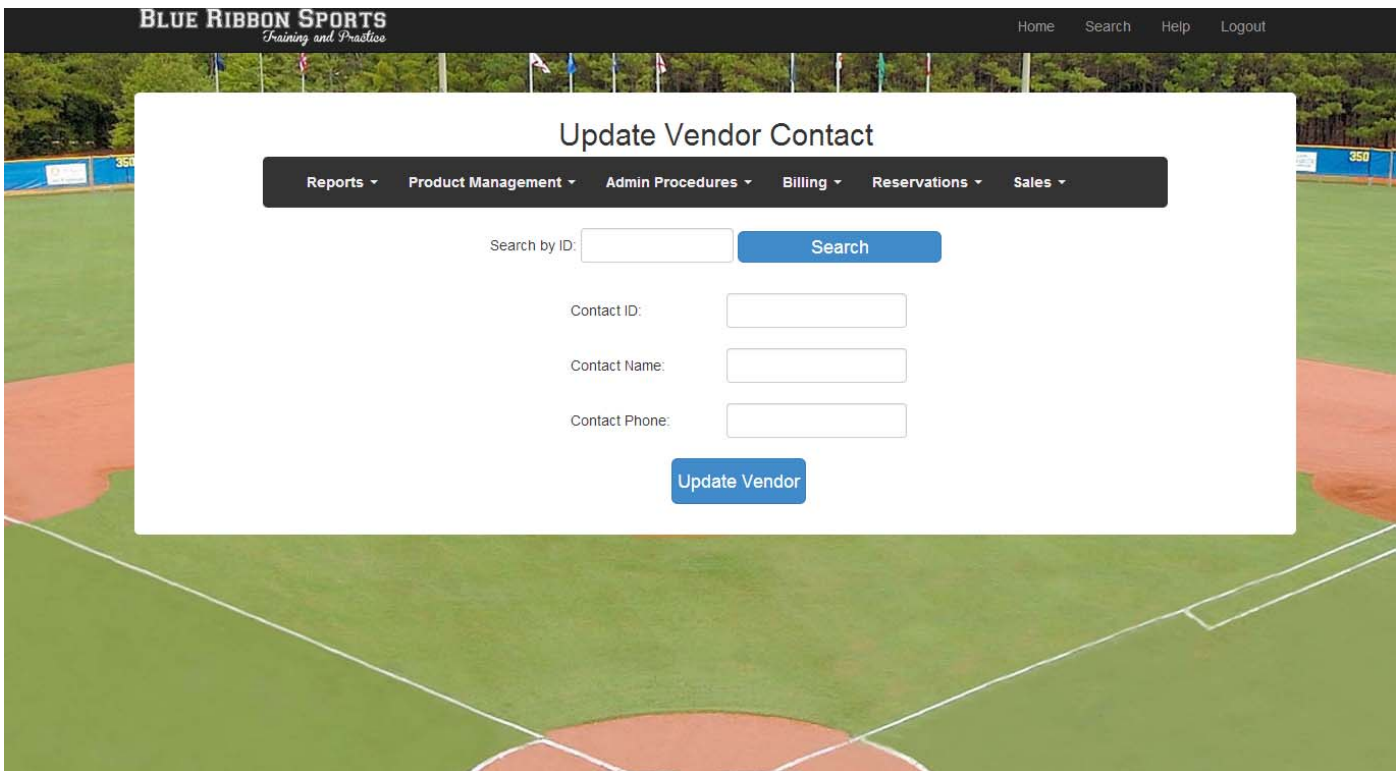
Contact ID:	1
Contact Name:	Brian Newly
Contact Phone:	615-237-5167

At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To search for a specific contact, enter the Contact ID in the Search by ID field and click Search. To browse forward and backward through contacts, click on the Next and Previous buttons.
2. If the details of a selected contact need to be updated, click on the Update button to be sent to the Update Vendor Contact screen (Page 88) for this contact.

Update Vendor Contact

The View Vendor Contact screen displays the details for an individual Vendor Contact. The Vendor Contact ID, Contact Name and Phone Number will be displayed for the selected Vendor Contact in an editable format.

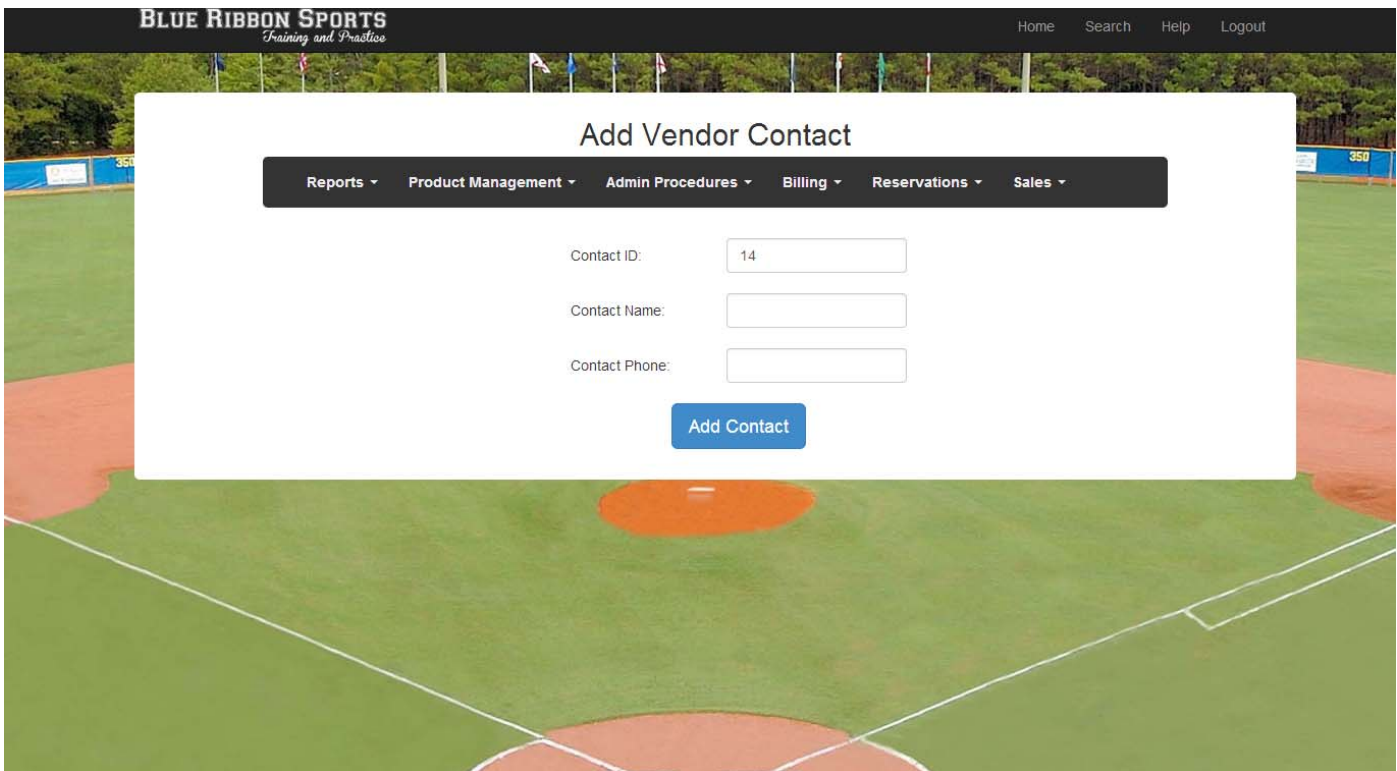


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links: Home, Search, Help, and Logout. Below this is a white modal window titled 'Update Vendor Contact'. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu is a 'Search by ID:' label followed by a text input field and a blue 'Search' button. Further down are three more input fields labeled 'Contact ID:', 'Contact Name:', and 'Contact Phone:'. At the bottom of the modal is a blue 'Update Vendor' button.

1. To update an existing contact, enter the Contact ID in the “Search by ID” field and click “Search.”
2. The Contact’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Contact.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Contact” button will work.

Add Vendor Contact

The Add Vendor Contact Screen allows for the entry of a new vendor contact into the system.

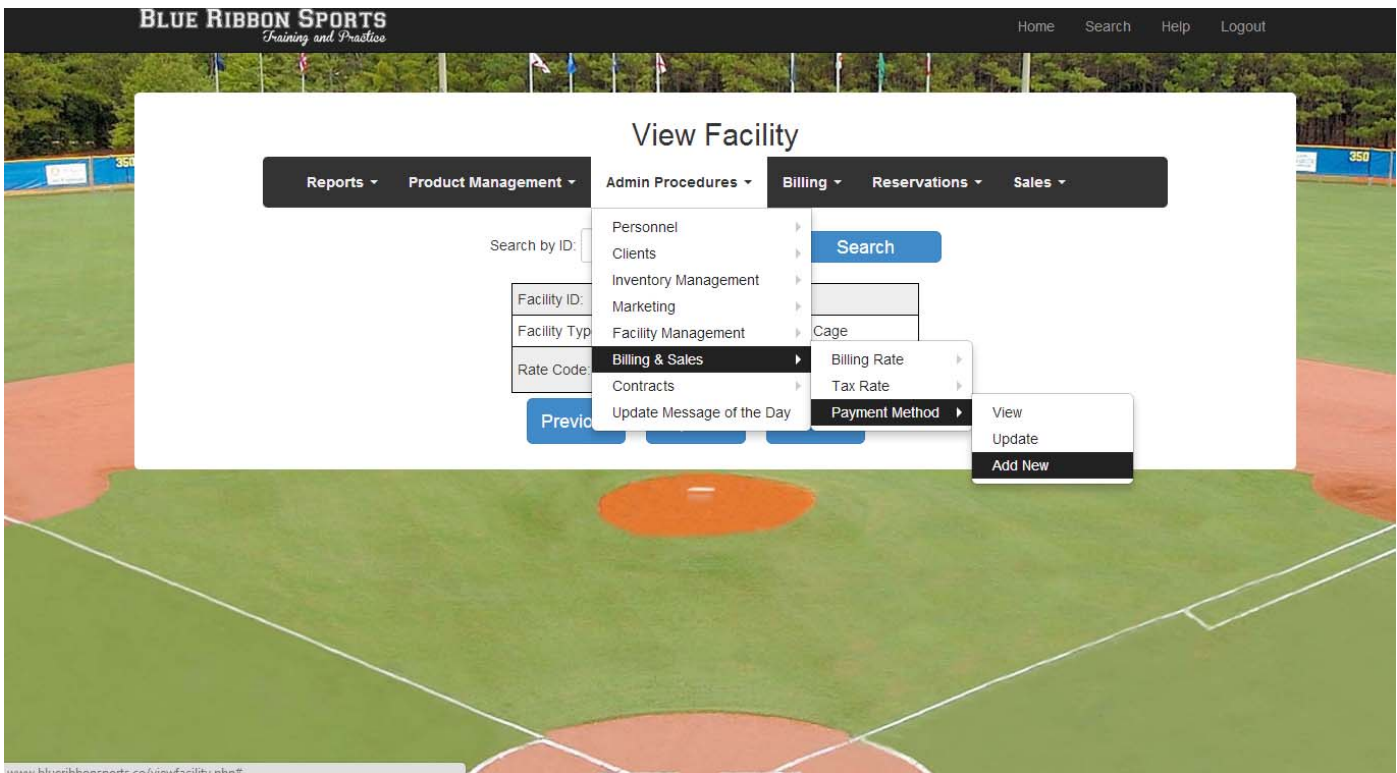


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links: Home, Search, Help, and Logout. Below this, a white modal window titled 'Add Vendor Contact' is centered. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area contains three input fields: 'Contact ID:' with the value '14', 'Contact Name:', and 'Contact Phone:'. A blue 'Add Contact' button is positioned below the form fields.

1. The next available Contact ID will be populated into the form. You must then enter the Contact Name and Contact Phone Number.
2. Once complete, click the “Add Contact” button to create the Contact.
3. If any required fields are left blank, you will be prompted to enter them before the Add Contact button will work.

Navigation – Admin Procedures

The Admin Procedures section of the navigation bar provides access to the administrative tasks handled by the system, such as personnel, clients, and contracts, separated into eight categories.



1. To access the Admin Procedures dropdown, click on Admin Procedures on the Navigation bar.
2. If a small gray triangle is listed to the right of the item in the dropdown, it contains further menu options. Hover over the category to see more options.
3. Click on the desired page to navigate to it.

View Instructor

The View Instructor screen displays the Instructor ID, Full Name, Full Address, Email, Phone Number, Sport, Status and Rate Code for the selected instructor. From this screen you can navigate to update instructor if needed.

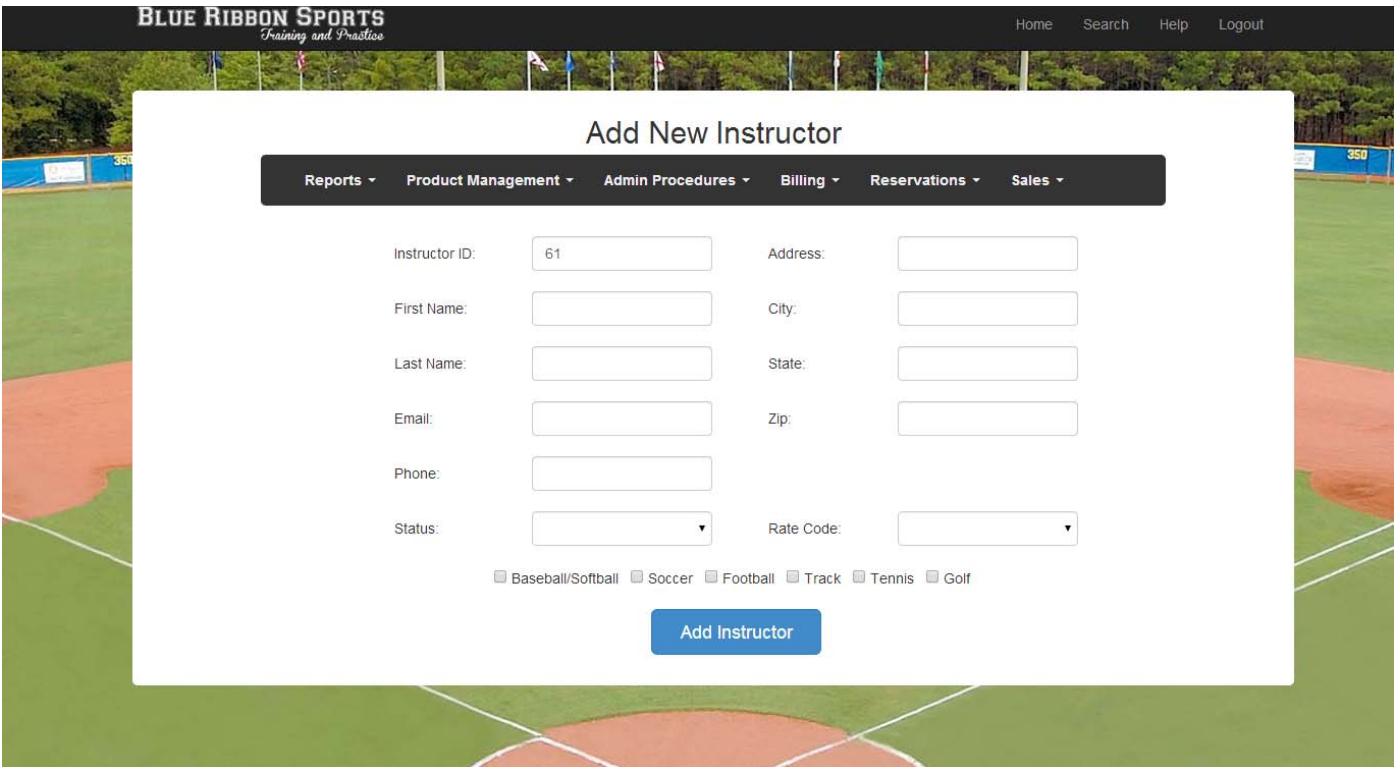
The screenshot shows the 'View Instructor' screen within the 'BLUE RIBBON SPORTS' application. The header includes navigation links: Home, Search, Help, and Logout. Below the header is a dark navigation bar with menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main content area features a 'Search by ID:' field with a 'Search' button. Below this is a table displaying instructor details for Instructor ID 49. The table has two columns for labels and values. At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'.

Instructor ID:	49	Address:	123 Main St Apt B
First Name:	Bob	City:	Ashland City
Last Name:	Johnson	State:	TN
Email:	johnsontraining@msn.com	Zip:	37011
Phone:	615-321-6549	Sport ID:	Golf
Status:	Active	Rate Code:	\$12.25 per ho

1. To search for a specific instructor, enter the Instructor ID in the Search by ID field and click Search. To browse forward and backward through instructors, click on the Next and Previous buttons.
2. If the details of a selected instructor need to be updated, click on the Update button to be sent to the Update Instructor screen (Page 93) for this instructor.

Add New Instructor

The Add New Instructor screen allow for the entry of a new Instructor into the system.

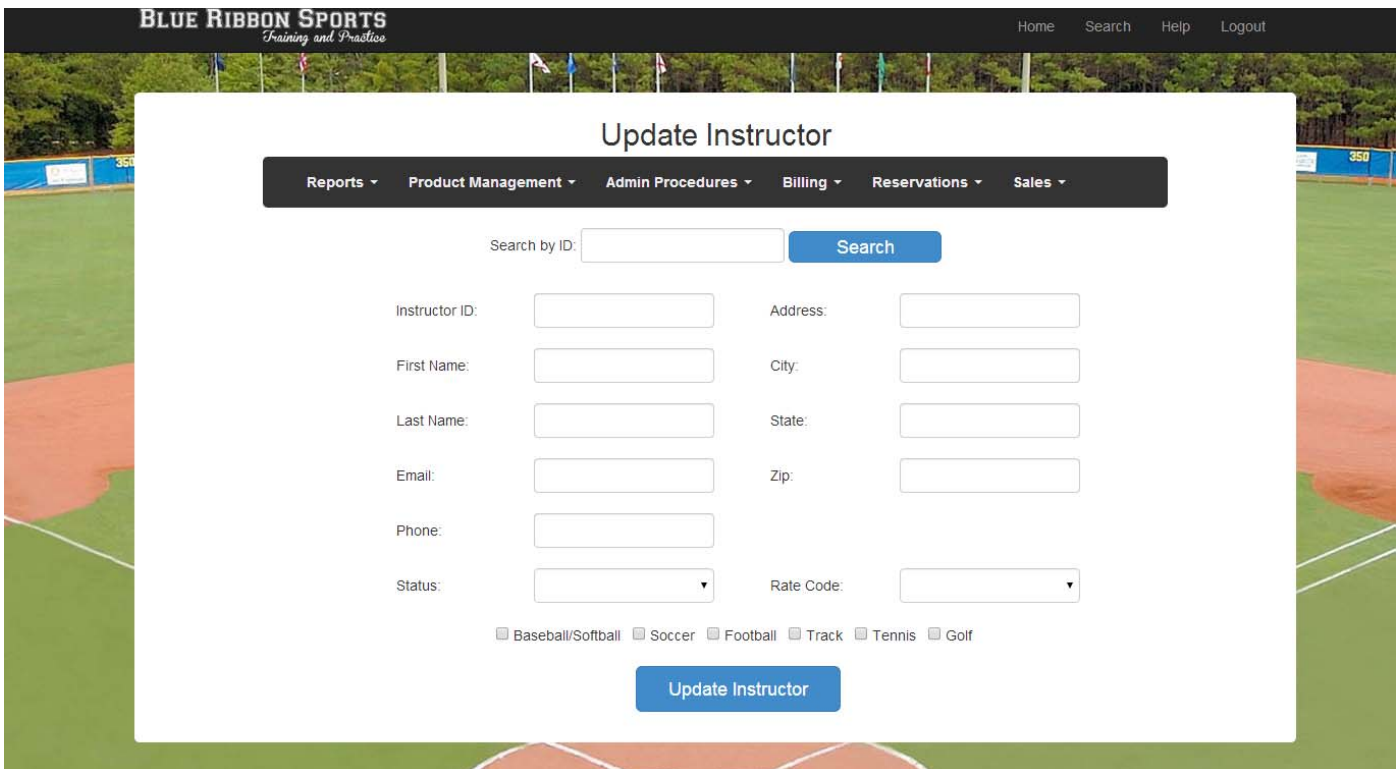


The screenshot shows the 'Add New Instructor' form within the 'BLUE RIBBON SPORTS' web application. The form is overlaid on a background image of a baseball field. At the top of the form, there is a navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The form fields are organized into two columns. The left column contains: Instructor ID (pre-filled with 61), First Name, Last Name, Email, Phone, and Status (a dropdown menu). The right column contains: Address, City, State, Zip, and Rate Code (a dropdown menu). Below these fields, there are checkboxes for selecting sports: Baseball/Softball, Soccer, Football, Track, Tennis, and Golf. At the bottom center of the form is a blue button labeled 'Add Instructor'.

1. The next available Instructor ID will be populated into the form. You must then enter the First Name, Last Name, Email, Phone, Status, Street Address, City, State, Zip, and Rate Code. Checkboxes are provided for which sports an instructor accepts reservations for.
2. Once complete, click the “Add Instructor” button to create the instructor.
3. If any required fields are left blank, you will be prompted to enter them before the Add Instructor button will work.

Update Instructor

The Update Instructor screen displays the Instructor ID, Full Name, Full Address, Email, Phone Number, Sport, Status and Rate Code for the selected instructor in an editable format.



The screenshot shows the 'Update Instructor' form within the Blue Ribbon Sports application. The form is overlaid on a background image of a baseball field. At the top, there is a navigation bar with the logo 'BLUE RIBBON SPORTS Training and Practice' and links for Home, Search, Help, and Logout. Below the navigation bar is a dark menu with options: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area has a 'Search by ID:' field with a 'Search' button. Below this are input fields for Instructor ID, Address, First Name, City, Last Name, State, Email, Zip, Phone, and Status (a dropdown menu). There are also Rate Code dropdown menus. At the bottom, there are checkboxes for various sports: Baseball/Softball, Soccer, Football, Track, Tennis, and Golf. A large blue 'Update Instructor' button is at the bottom center.

1. To update an existing instructor, enter the Instructor ID in the “Search by ID” field and click “Search.”
2. The Instructor’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Instructor.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Instructor” button will work.

View Instructor Type

The View instructor Type displays the Type ID and Sport for the selected Instructor Type.

BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

View Instructor Type

Reports Product Management Admin Procedures Billing Reservations Sales

Search by ID: Search

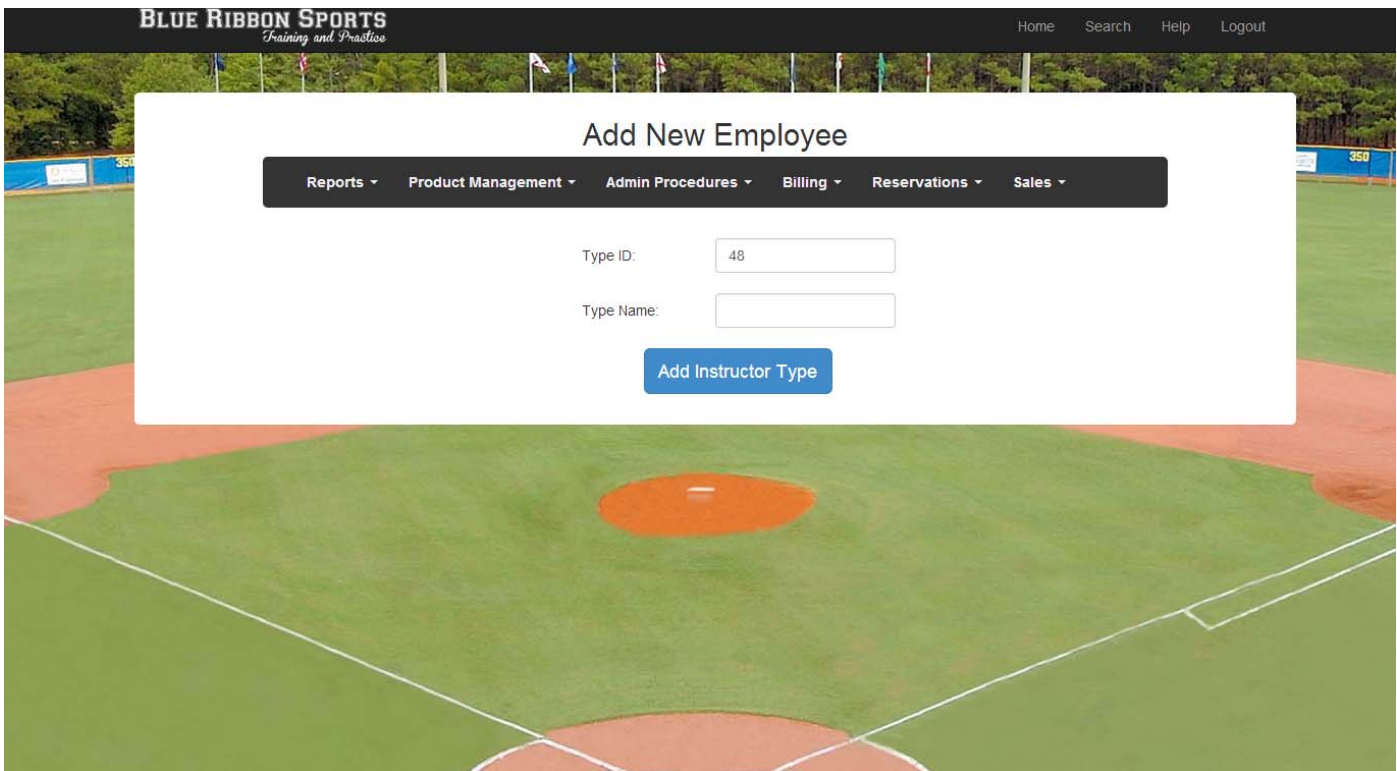
Type ID:	42
Sport:	Baseball/Softball

Previous Update Next

1. To search for a specific instructor type, enter the Type ID in the Search by ID field and click Search. To browse forward and backward through types, click on the Next and Previous buttons.
2. If the details of a selected type need to be updated, click on the Update button to be sent to the Update Instructor Type screen (Page 96) for this instructor.

Add Instructor Type

The Add Instructor Type Screen allows for the entry of a new instructor type into the system.

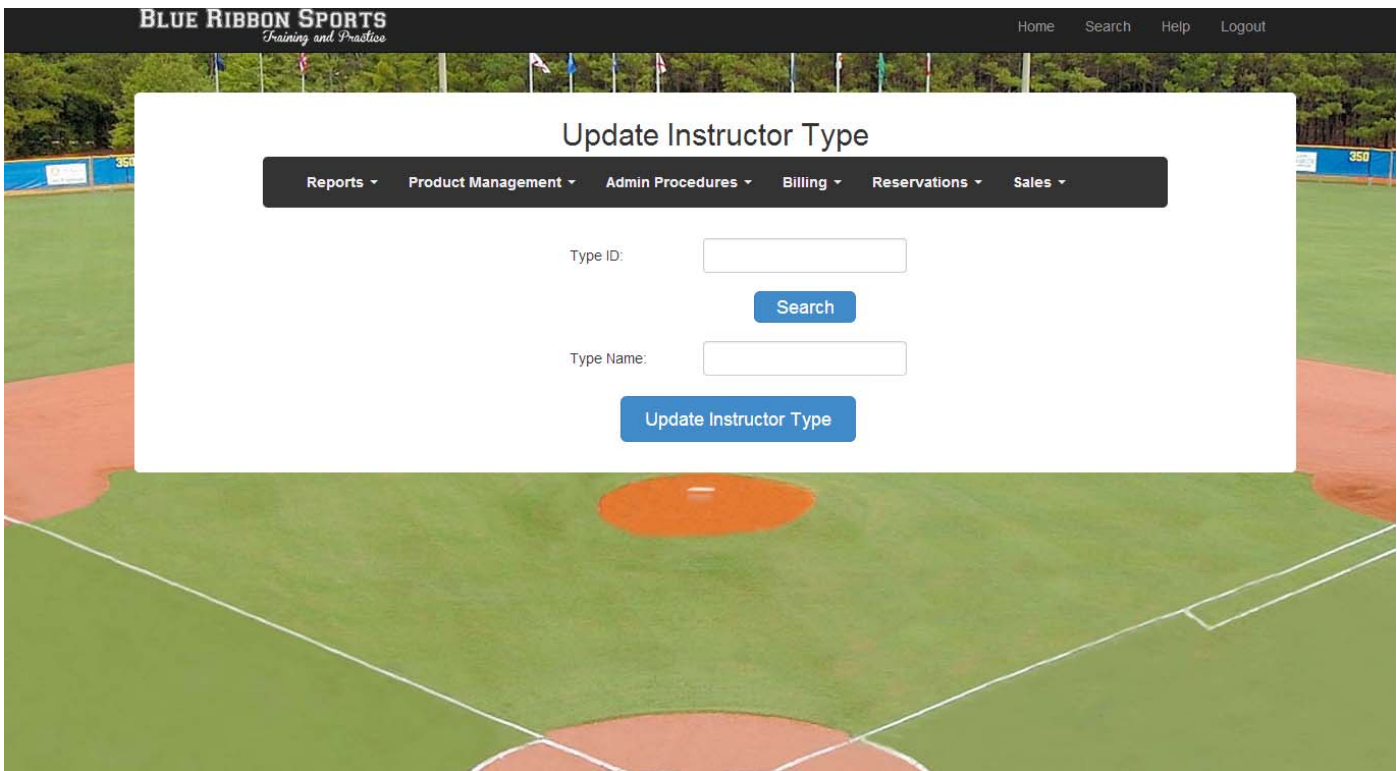


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links for Home, Search, Help, and Logout. Below this, a white modal window titled 'Add New Employee' is centered. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu, there are two input fields: 'Type ID:' with the value '48' and 'Type Name:' which is empty. At the bottom of the modal is a blue button labeled 'Add Instructor Type'.

1. The next available Type ID will be populated into the form. You must then enter the name of the Instructor Type.
2. Once complete, click the “Add Instructor Type” button to create the type.
3. If any required fields are left blank, you will be prompted to enter them before the Add Instructor Type button will work.

Update Instructor Type

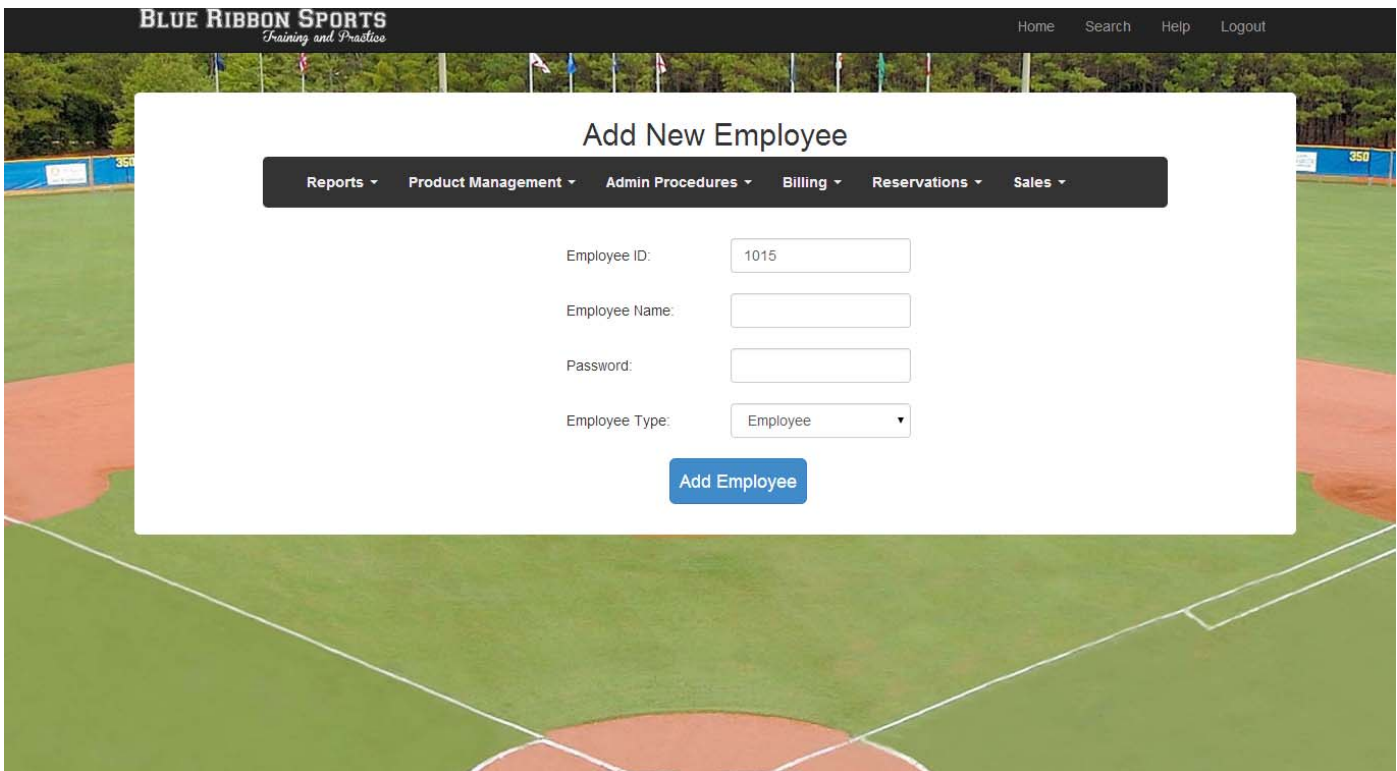
The Update Instructor Type displays the Type ID and Sport the selected Instructor Type in an editable format.

The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. At the top, there is a dark navigation bar with links for Home, Search, Help, and Logout. Below this is a main menu with several categories: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales, each with a dropdown arrow. The central focus is the 'Update Instructor Type' form, which is a white box with a light blue border. It contains two input fields: 'Type ID:' and 'Type Name:'. A blue 'Search' button is positioned below the 'Type ID' field. A blue 'Update Instructor Type' button is located at the bottom of the form. The background of the page is a photograph of a baseball field.

1. To update an existing instructor type, enter the Type ID in the “Search by ID” field and click “Search.”
2. The Type’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Instructor Type.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Instructor Type” button will work.

Add New Employee

The Add New Employee screen allows for the entry of employee into the system.

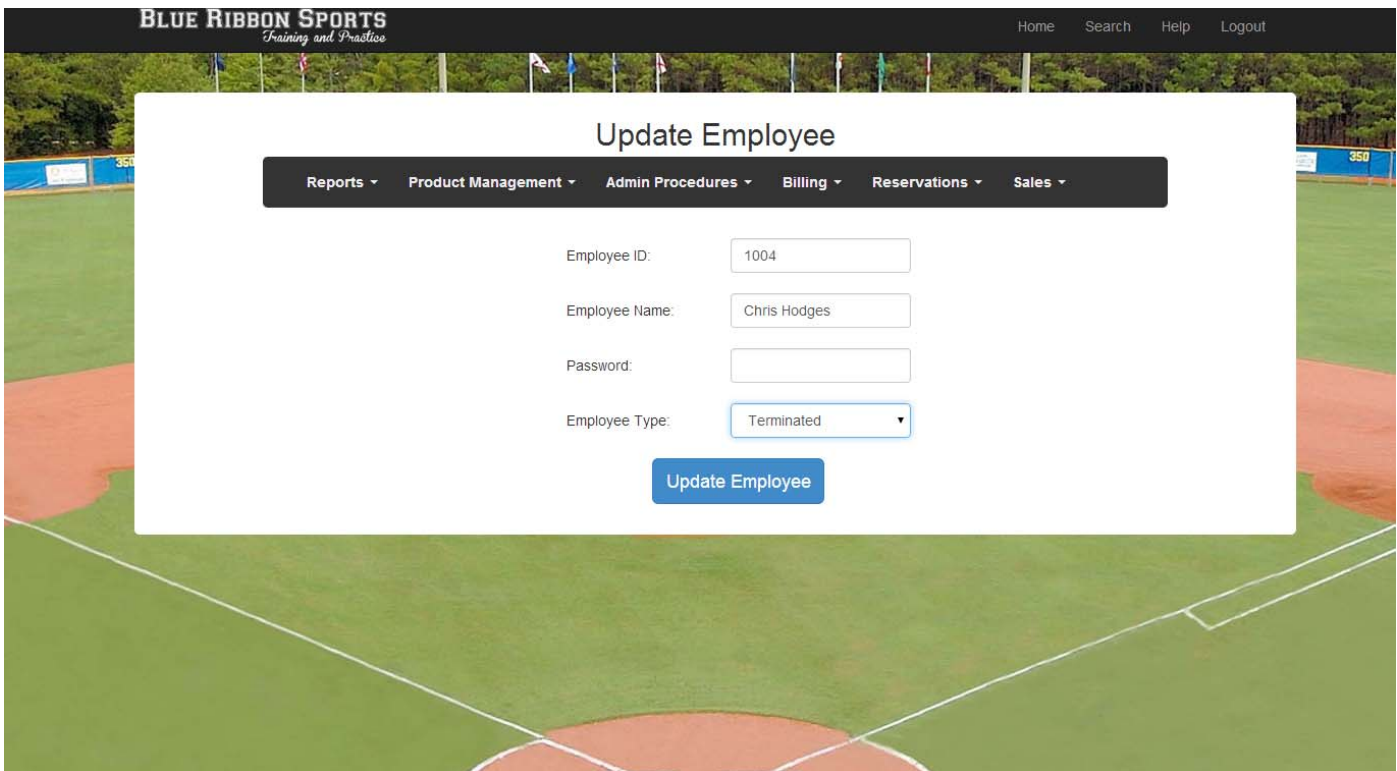


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A white modal window titled 'Add New Employee' is centered on the screen. At the top of the modal is a dark navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below this bar, the form contains four input fields: 'Employee ID' (pre-filled with '1015'), 'Employee Name' (empty), 'Password' (empty), and 'Employee Type' (a dropdown menu with 'Employee' selected). A blue 'Add Employee' button is positioned at the bottom center of the form.

1. The next available Employee ID will be populated into the form. You must then enter the Employee's Name and assign them a password and employee type.
2. Once complete, click the "Add Employee" button to create the employee.
3. If any required fields are left blank, you will be prompted to enter them before the Add Employee button will work.

Update Employee

The Update Employee screen displays the Employee ID, Full Name, and empty Password field and Employee Type in an editable format. (The new password can be reset, but the existing password will not be viewable for security purposes)



The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links: Home, Search, Help, and Logout. Below this is a white modal window titled 'Update Employee'. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area contains four fields: 'Employee ID' with the value '1004', 'Employee Name' with the value 'Chris Hodges', 'Password' which is empty, and 'Employee Type' which is a dropdown menu currently showing 'Terminated'. At the bottom of the form is a blue button labeled 'Update Employee'.

1. Enter the existing Employee's ID and name, assign them a password and employee type.
2. Once the data has been entered, click "Update Employee."
3. If any required fields are left blank, you will be prompted to enter them before the "Update Employee" button will work.

View Client

The View Client screen displays the Client ID, Client Type, Full Name, Full Address, Phone number, Email and Emergency Contact ID for the selected Client.

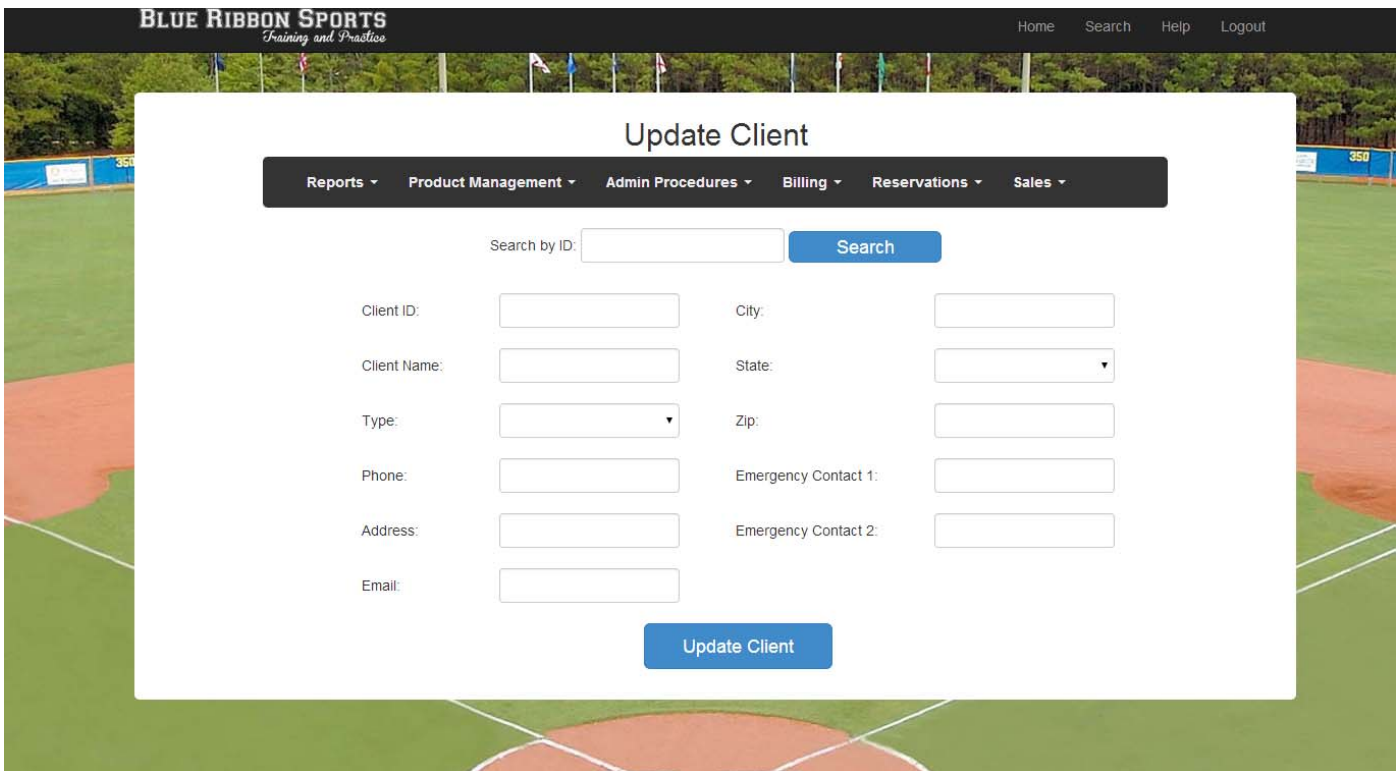
The screenshot shows the 'View Client' interface. At the top, there's a navigation bar with 'BLUE RIBBON SPORTS' and 'Training and Practice'. Below it, a dark bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. A search bar labeled 'Search by ID:' is present, followed by a 'Search' button. The main content area displays client details in a table format. The table has two columns for labels and values. The details shown are: Client ID: 1, Address: 2595 Hazelwood Rd, Client Name: CMCSS - Pisgah Elementry, City: Clarksville, Phone: 931-595-7777, State: TN, Client Type: Organized Team (dropdown), Zip: 37042, Client Email: pisgahElm@CMCSS.net, Emergency Contact 1: 5, and Emergency Contact 2: 1. At the bottom of the table, there are three buttons: 'Previous', 'Update', and 'Next'.

Client ID:	1	Address:	2595 Hazelwood Rd
Client Name:	CMCSS - Pisgah Elementry	City:	Clarksville
Phone:	931-595-7777	State:	TN
Client Type:	Organized Team	Zip:	37042
Client Email:		pisgahElm@CMCSS.net	
Emergency Contact 1:	5	Emergency Contact 2:	1

1. To search for a specific Client, enter the Client ID in the Search by ID field and click Search. To browse forward and backward through clients, click on the Next and Previous buttons.
2. If the details of a selected client need to be updated, click on the Update button to be sent to the Update Client screen (Page 100) for this client.

Update Client

The Update Client screen displays the Client ID, Full Name, Full Address, Phone number, Email, Client Type, and Emergency Contact ID for the selected Client, in an editable format.

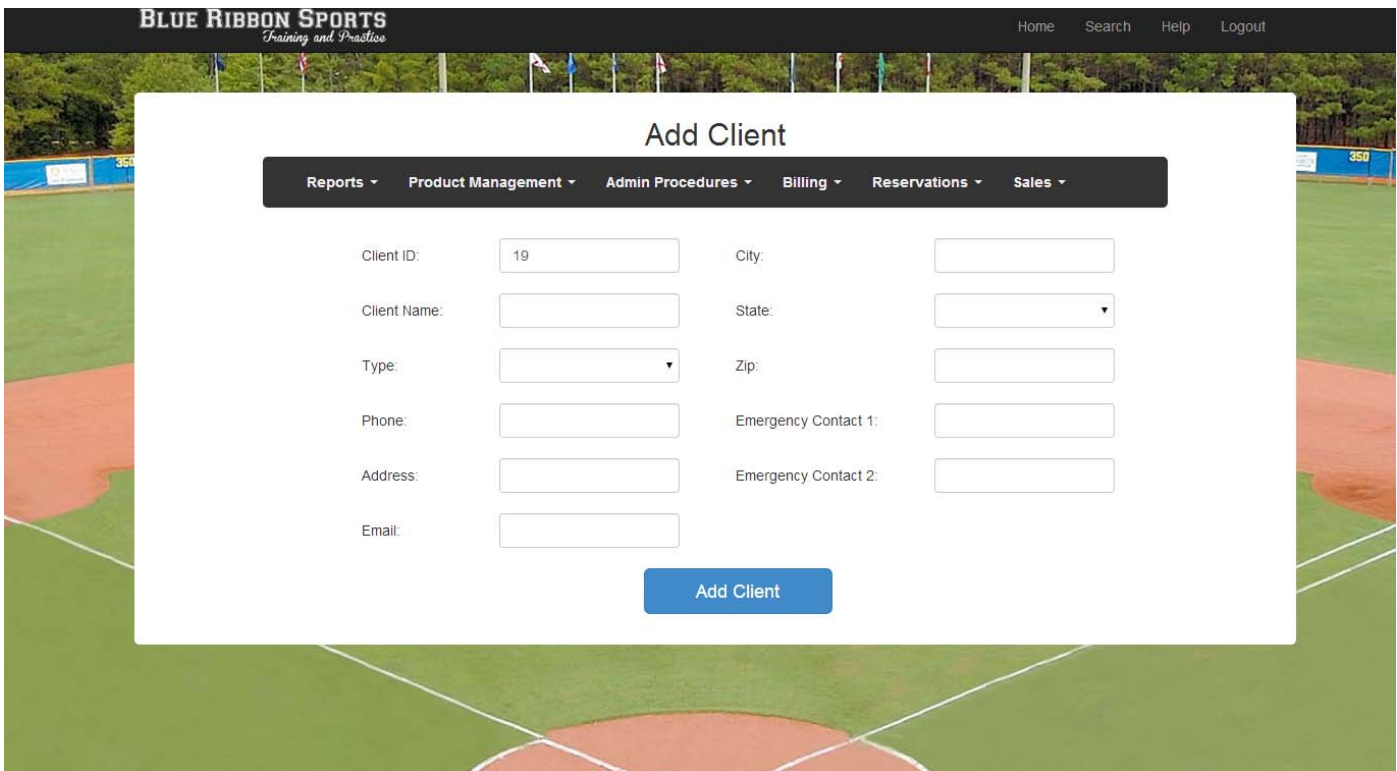


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The top navigation bar includes links for Home, Search, Help, and Logout. Below this is a dark menu bar with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main content area is titled 'Update Client' and features a search bar labeled 'Search by ID:' with a 'Search' button. Below the search bar is a form with the following fields: Client ID (text input), City (text input), Client Name (text input), State (dropdown menu), Type (dropdown menu), Zip (text input), Phone (text input), Emergency Contact 1 (text input), Address (text input), Emergency Contact 2 (text input), and Email (text input). At the bottom of the form is a blue 'Update Client' button.

1. To update an existing client, enter the Type ID in the “Search by ID” field and click “Search.”
2. The Client’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Client.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Client” button will work.

Add New Client

The Add New Client screen allows for the entry of a new client into the system.



The screenshot shows the 'Add Client' form within the Blue Ribbon Sports system. The form is overlaid on a background image of a baseball field. At the top, there is a navigation bar with the logo 'BLUE RIBBON SPORTS Training and Practice' and links for Home, Search, Help, and Logout. Below the navigation bar is a dark menu bar with the following options: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area is white and contains the following fields:

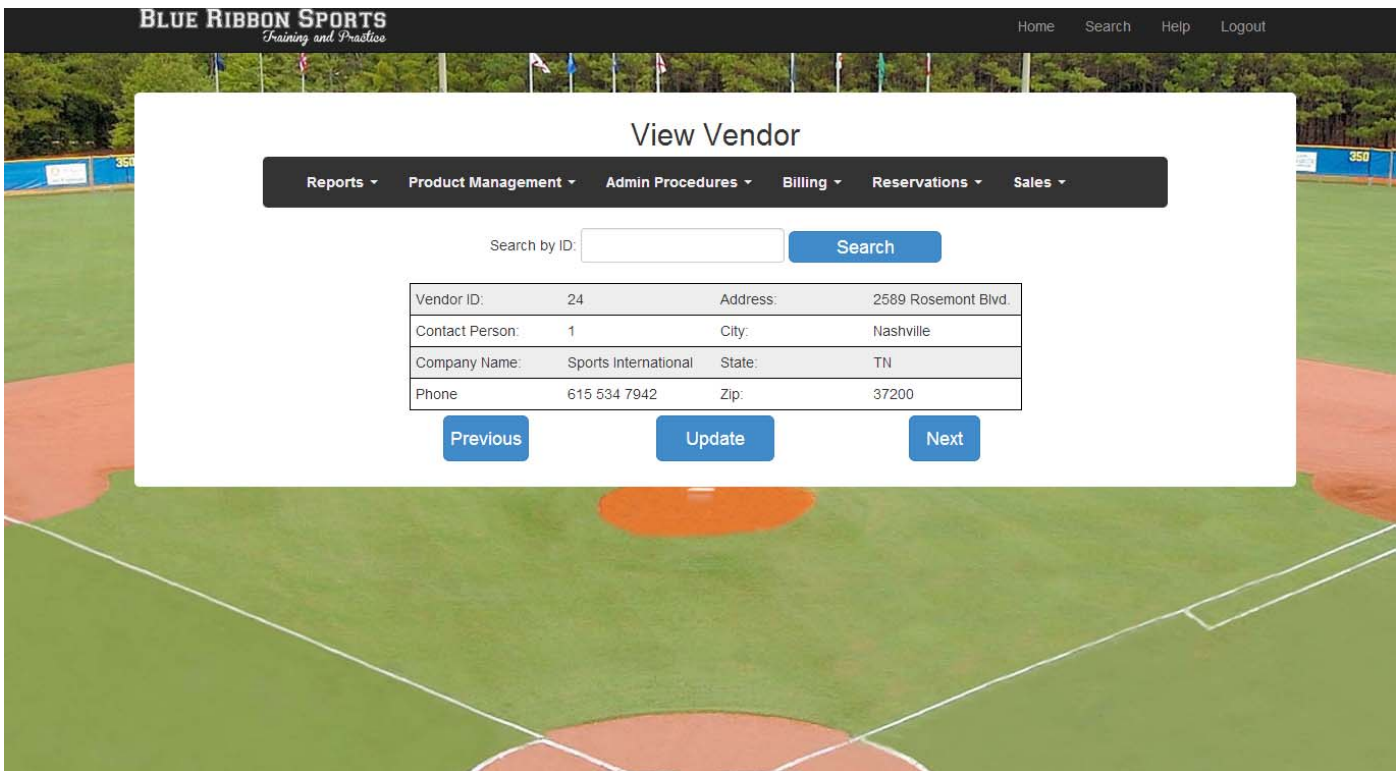
- Client ID: A text input field with the value '19'.
- City: A text input field.
- Client Name: A text input field.
- State: A dropdown menu.
- Type: A dropdown menu.
- Zip: A text input field.
- Phone: A text input field.
- Emergency Contact 1: A text input field.
- Address: A text input field.
- Emergency Contact 2: A text input field.
- Email: A text input field.

At the bottom of the form is a blue button labeled 'Add Client'.

1. The next available Client ID will be populated into the form. You must then enter the Client's Name, Type, Phone, Email, Street Address, City, State, Zip, and at least one Emergency Contact.
2. Once complete, click the "Add Client" button to create the client.
3. If any required fields are left blank, you will be prompted to enter them before the Add Client button will work.

View Vendor

The View Vendor screen displays details for any individual Vendor. The Vendor ID, Full Address, Contact Person ID, Company Name and Phone Number will be displayed for the selected



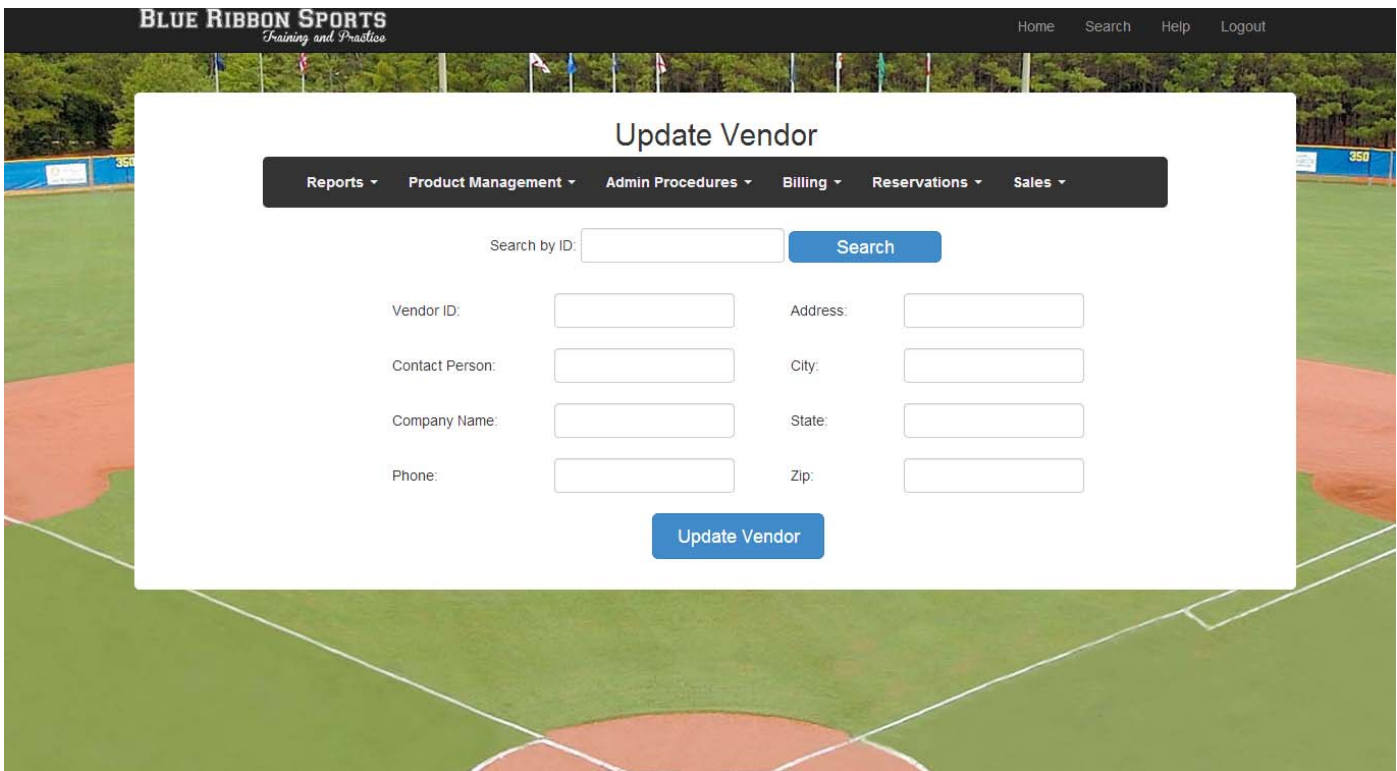
The screenshot shows the 'View Vendor' interface. At the top, there's a navigation bar with 'Home', 'Search', 'Help', and 'Logout'. Below this is a dark menu bar with 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main content area has a 'Search by ID:' field with a 'Search' button. Below the search field is a table displaying vendor details. At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'.

Vendor ID:	24	Address:	2589 Rosemont Blvd.
Contact Person:	1	City:	Nashville
Company Name:	Sports International	State:	TN
Phone	615 534 7942	Zip:	37200

1. To search for a specific vendor, enter the Vendor ID in the Search by ID field and click Search. To browse forward and backward through vendors, click on the Next and Previous buttons.
2. If the details of a selected vendor need to be updated, click on the Update button to be sent to the Update Vendor screen (Page 103) for this vendor.

Update Vendor

The Update Vendor screen displays details for any individual Vendor. The Vendor ID, Full Address, Contact Person ID, Company Name and Phone Number will be displayed for the selected Vendor in an editable format.

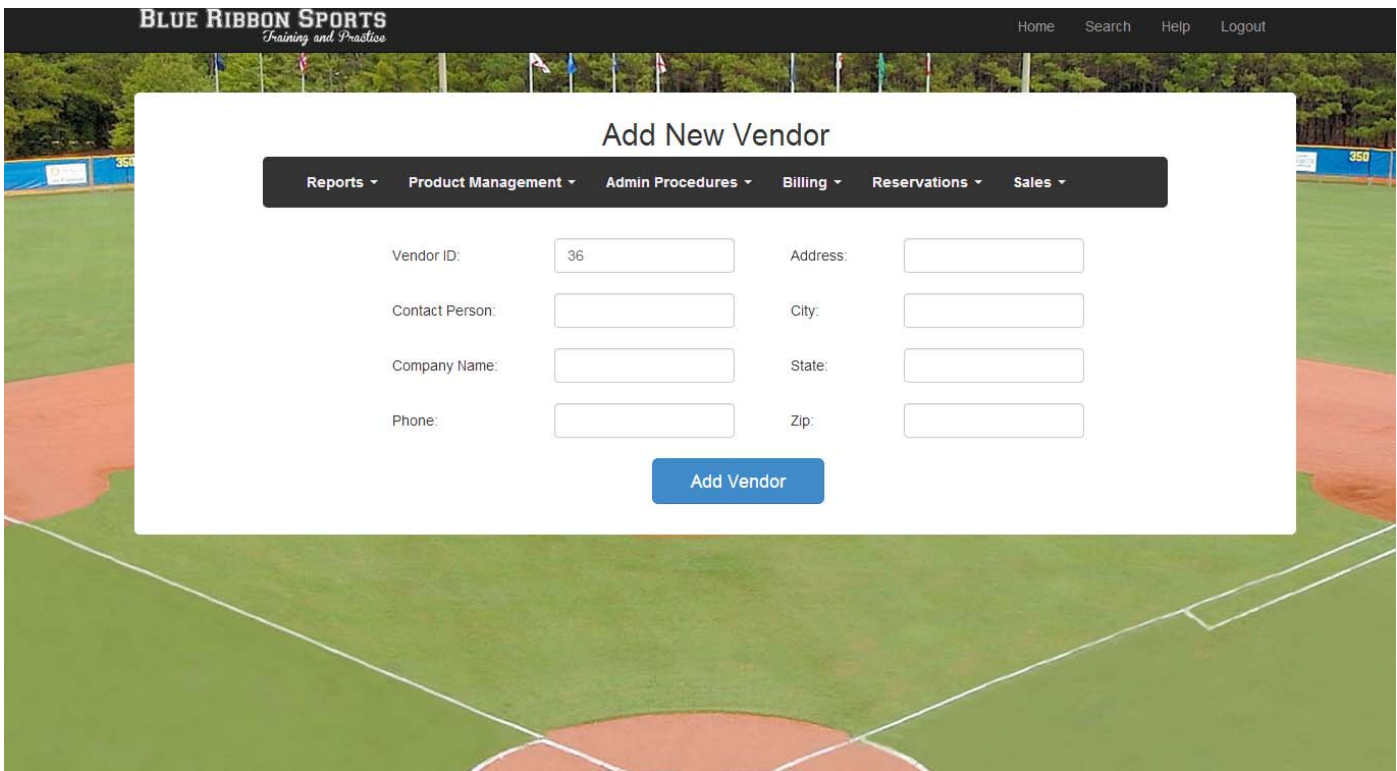


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The top navigation bar includes links for Home, Search, Help, and Logout. A dark menu bar contains several options: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main content area is titled 'Update Vendor' and features a search bar labeled 'Search by ID:' with a 'Search' button. Below the search bar, there are input fields for Vendor ID, Address, Contact Person, City, Company Name, State, Phone, and Zip. At the bottom of the form is a blue button labeled 'Update Vendor'.

1. To update an existing vendor, enter the Vendor ID in the “Search by ID” field and click “Search.”
2. The Vendor’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Vendor.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Vendor” button will work.

Add New Vendor

The Add New Vendor screen allows for the entry of a new Vendor into the system.

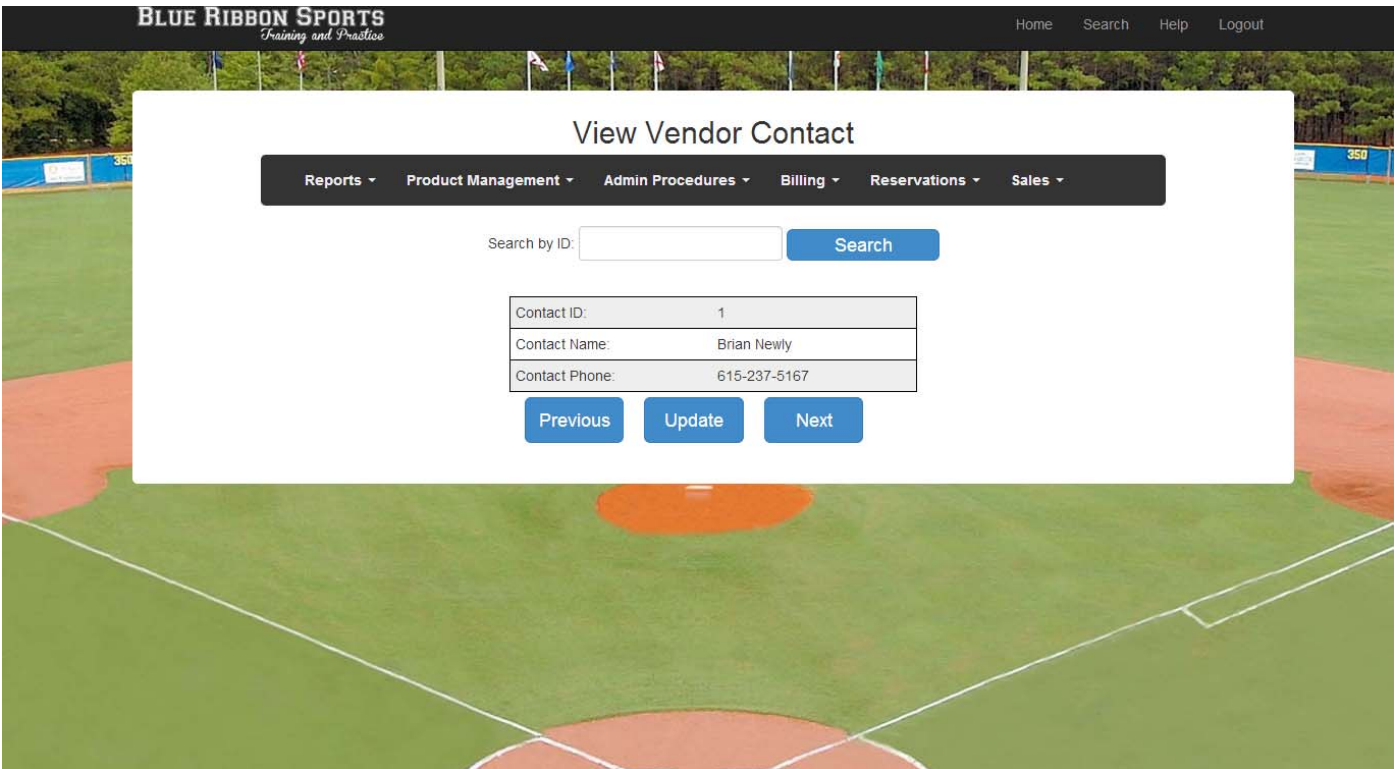


The screenshot shows the 'Add New Vendor' form within the Blue Ribbon Sports system. The form is overlaid on a background image of a baseball field. At the top, the system header includes the logo 'BLUE RIBBON SPORTS Training and Practice' and navigation links: Home, Search, Help, and Logout. Below the header is a dark navigation bar with menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The form itself is titled 'Add New Vendor' and contains several input fields arranged in two columns. The first column includes 'Vendor ID' (pre-filled with '36'), 'Contact Person', 'Company Name', and 'Phone'. The second column includes 'Address', 'City', 'State', and 'Zip'. A blue 'Add Vendor' button is positioned at the bottom center of the form.

1. The next available Vendor ID will be populated into the form. You must then enter the Contact Person's ID, Company Name, Phone Number, Street Address, City, State, and Zip.
2. If the Contact Person for this vendor does not exist yet, go to the Add Vendor Contact screen (Page 107).
3. Once complete, click the "Add Vendor" button to create the Vendor.
4. If any required fields are left blank, you will be prompted to enter them before the Add Vendor button will work.

View Vendor Contact

The View Vendor Contact screen displays the details for an individual Vendor Contact. The Vendor Contact ID, Contact Name and Phone Number will be displayed for the selected Vendor Contact.



The screenshot shows the 'View Vendor Contact' screen within the 'BLUE RIBBON SPORTS' application. The background is a baseball field. The interface includes a top navigation bar with 'Home', 'Search', 'Help', and 'Logout' links. Below this is a dark menu bar with options: 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main content area is white and contains a 'Search by ID:' field with a 'Search' button. Below the search field is a table displaying contact details for Contact ID 1.

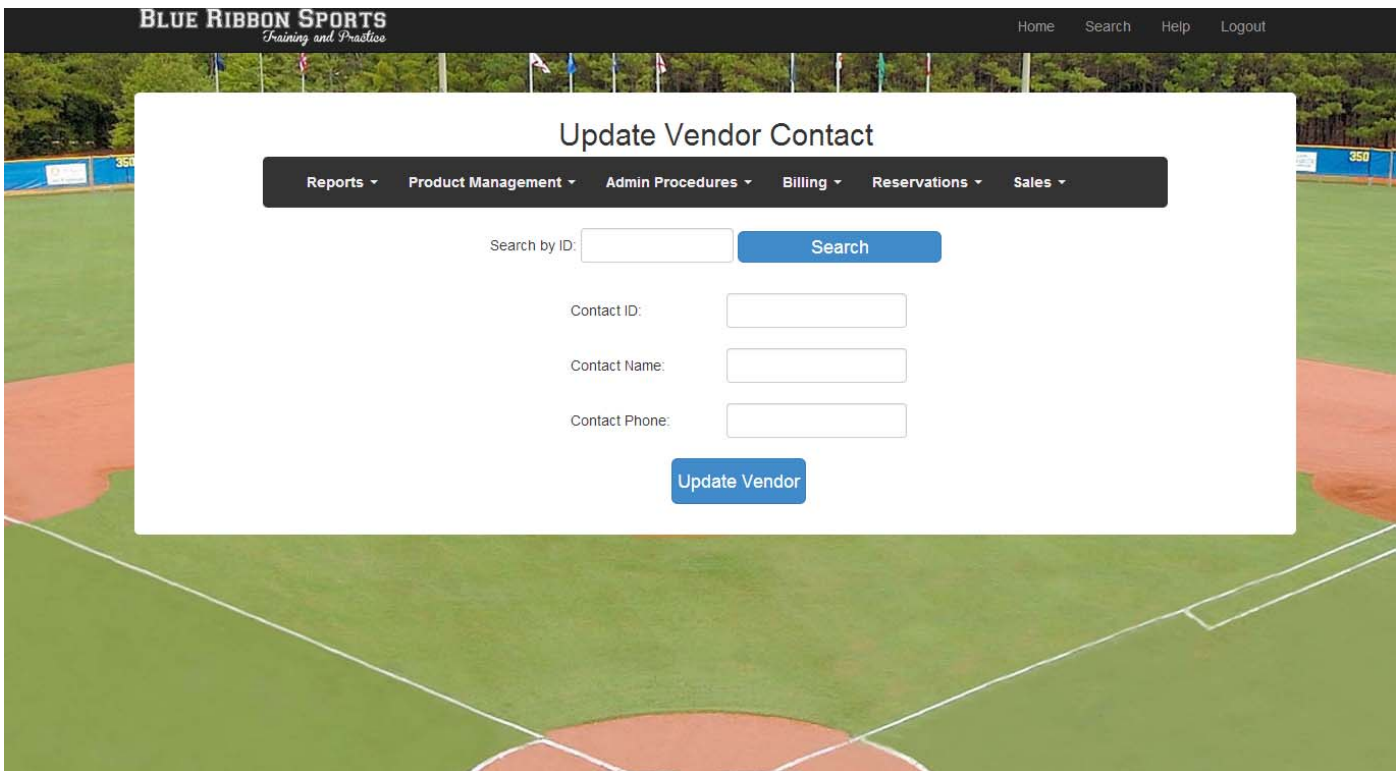
Contact ID:	1
Contact Name:	Brian Newly
Contact Phone:	615-237-5167

At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To search for a specific contact, enter the Contact ID in the Search by ID field and click Search. To browse forward and backward through contacts, click on the Next and Previous buttons.
2. If the details of a selected contact need to be updated, click on the Update button to be sent to the Update Vendor Contact screen (Page 106) for this contact.

Update Vendor Contact

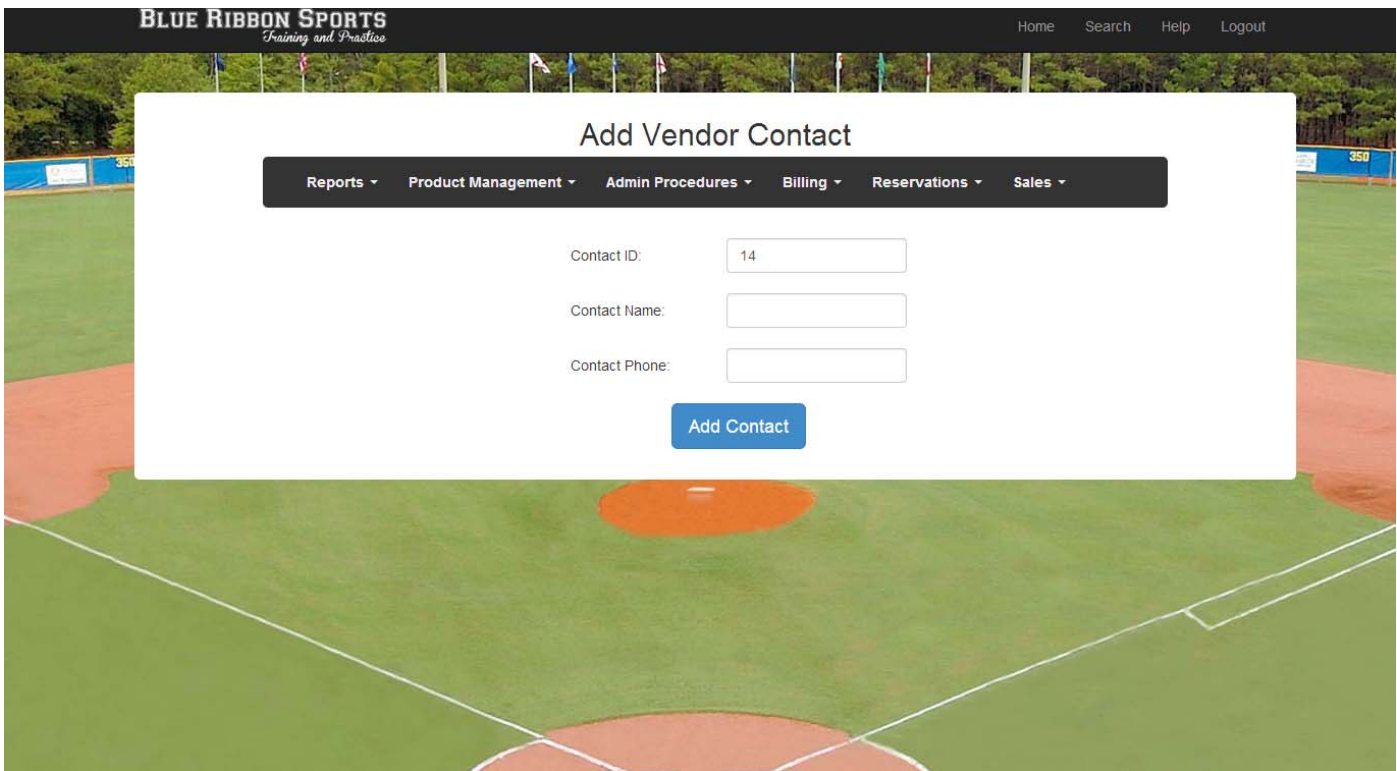
The View Vendor Contact screen displays the details for an individual Vendor Contact. The Vendor Contact ID, Contact Name and Phone Number will be displayed for the selected Vendor Contact in an editable format.

The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. At the top, there is a navigation bar with links for Home, Search, Help, and Logout. Below this is a dark menu bar with several categories: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales, each followed by a dropdown arrow. The main content area is a white box titled 'Update Vendor Contact'. Inside this box, there is a 'Search by ID:' label next to a text input field, followed by a blue 'Search' button. Below the search section, there are three more text input fields labeled 'Contact ID:', 'Contact Name:', and 'Contact Phone:'. At the bottom of the white box is a blue button labeled 'Update Vendor'. The background of the page is a photograph of a baseball field.

1. To update an existing contact, enter the Contact ID in the “Search by ID” field and click “Search.”
2. The Contact’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Contact.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Contact” button will work.

Add Vendor Contact

The Add Vendor Contact Screen allows for the entry of a new vendor contact into the system.

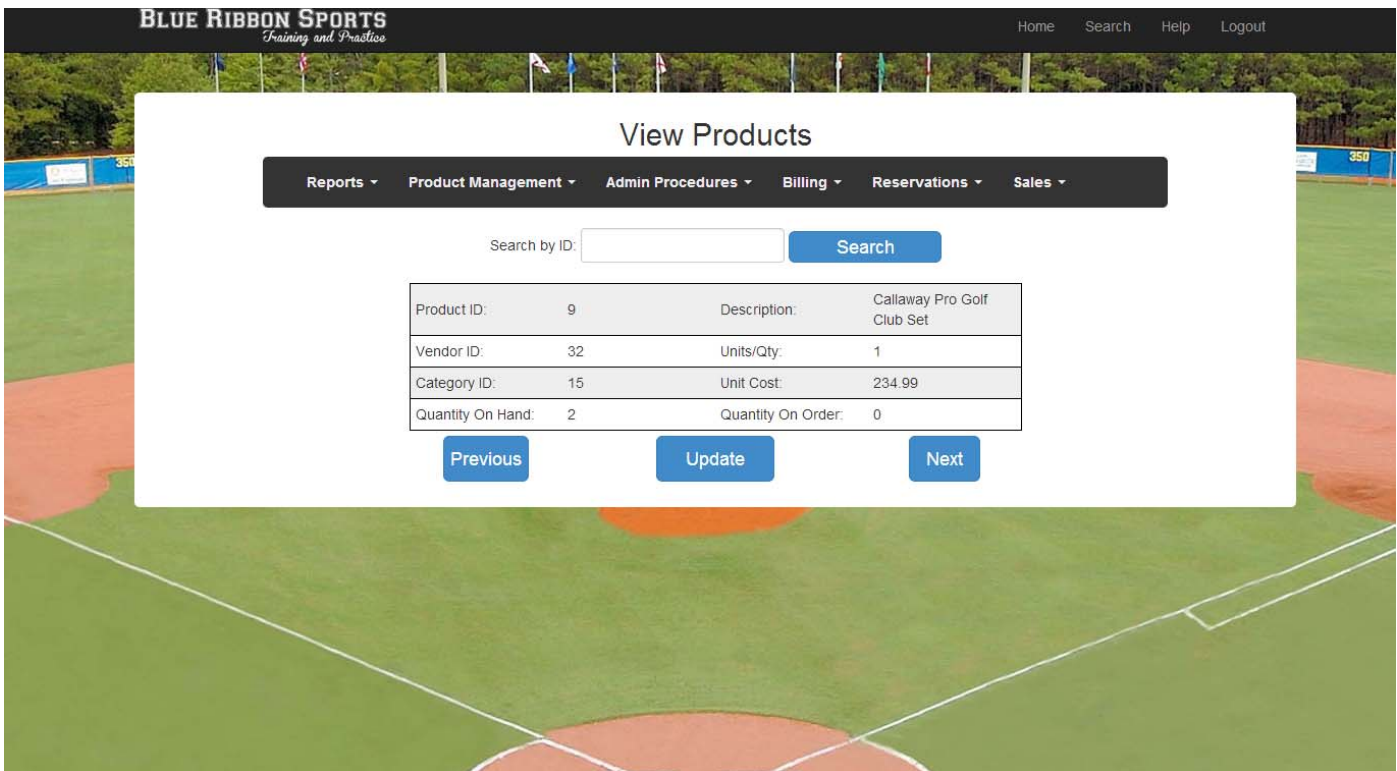


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A white modal window titled 'Add Vendor Contact' is centered on the screen. At the top of the modal is a dark navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below this bar, the form contains three input fields: 'Contact ID' with the value '14', 'Contact Name' (empty), and 'Contact Phone' (empty). A blue 'Add Contact' button is positioned below the input fields.

1. The next available Contact ID will be populated into the form. You must then enter the Contact Name and Contact Phone Number.
2. Once complete, click the “Add Contact” button to create the Contact.
3. If any required fields are left blank, you will be prompted to enter them before the Add Contact button will work.

View Products

The View Products screen displays details pertaining to a specific product. The Product ID, Product Description, Vendor ID, Units/Quantity, Category ID, Unit Cost, Quantity on Hand and Quantity on Order will be displayed for the selected product.



The screenshot shows the 'View Products' interface. At the top, there's a navigation bar with 'BLUE RIBBON SPORTS' and 'Training and Practice'. Below it, a dark bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. A search bar labeled 'Search by ID:' is present, followed by a 'Search' button. Below the search bar is a table displaying product details. At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'.

Product ID:	9	Description:	Callaway Pro Golf Club Set
Vendor ID:	32	Units/Qty:	1
Category ID:	15	Unit Cost:	234.99
Quantity On Hand:	2	Quantity On Order:	0

1. To search for a specific product, enter the Product ID in the Search by ID field and click Search. To browse forward and backward through products, click on the Next and Previous buttons.
2. If the details of a selected product need to be updated, click on the Update button to be sent to the Update Product screen (Page 109) for this Product.

Update Product

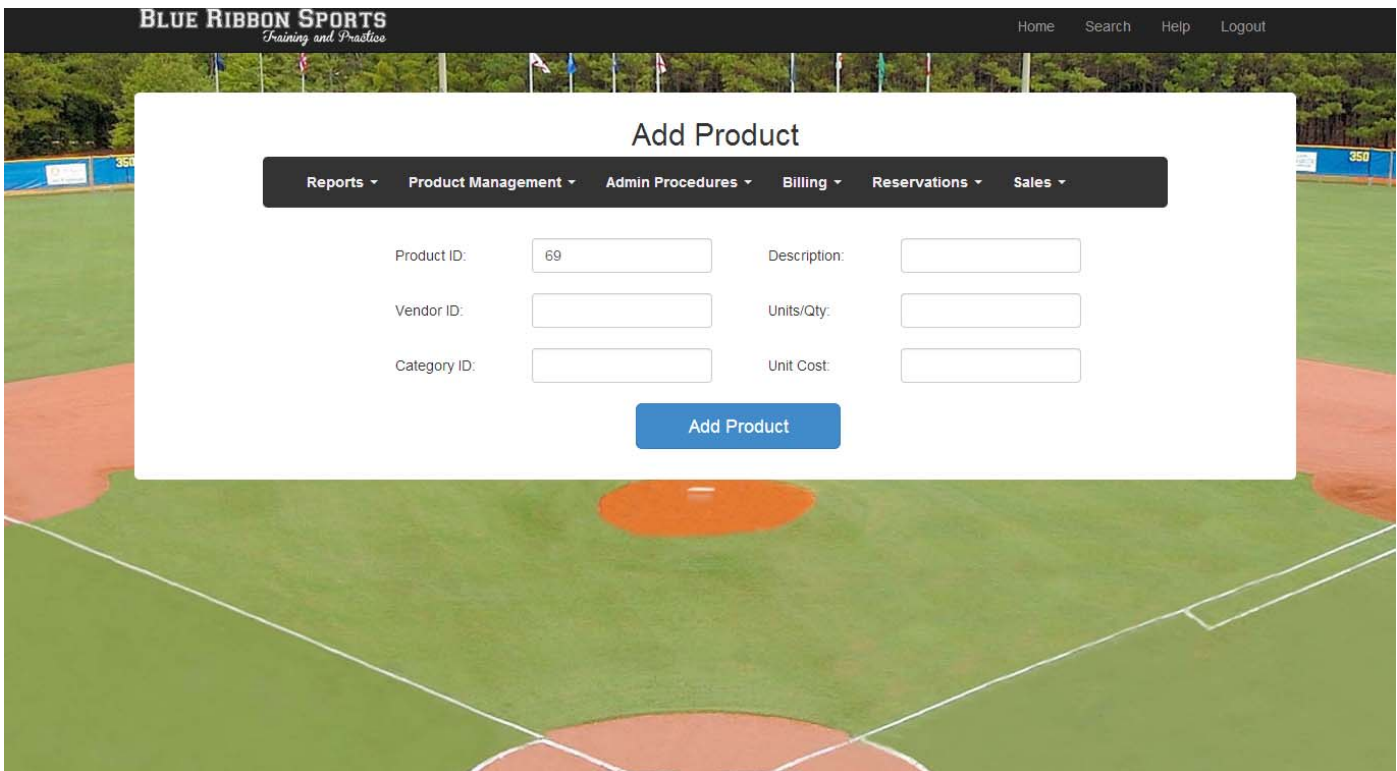
The Update Products screen displays details pertaining to a specific product. The Product ID, Product Description, Vendor ID, Units/Quantity, Category ID, Unit Cost, Quantity on Hand and Quantity on Order will be displayed for the selected product in an editable format.

The screenshot shows the 'Update Products' interface. At the top, a dark header contains the 'BLUE RIBBON SPORTS' logo and the tagline 'Training and Practice'. Navigation links for 'Home', 'Search', 'Help', and 'Logout' are on the right. Below the header is a dark navigation bar with links for 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main form area is white and contains a 'Search by ID:' field with a 'Search' button. Below this are input fields for 'Product ID', 'Description', 'Vendor ID', 'Units/Qty', 'Category ID', and 'Unit Cost'. A blue 'Update Product' button is centered at the bottom of the form. The background of the application is a baseball field.

1. To update an existing product, enter the Product ID in the “Search by ID” field and click “Search.”
2. The Product’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Product.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Product” button will work.

Add Product

The Add Product screen allows for the entry of a new product into the system.



The screenshot displays the 'Add Product' interface within the 'BLUE RIBBON SPORTS' application. The header includes the company name and navigation links: Home, Search, Help, and Logout. A dark navigation bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area is white and contains the following fields:

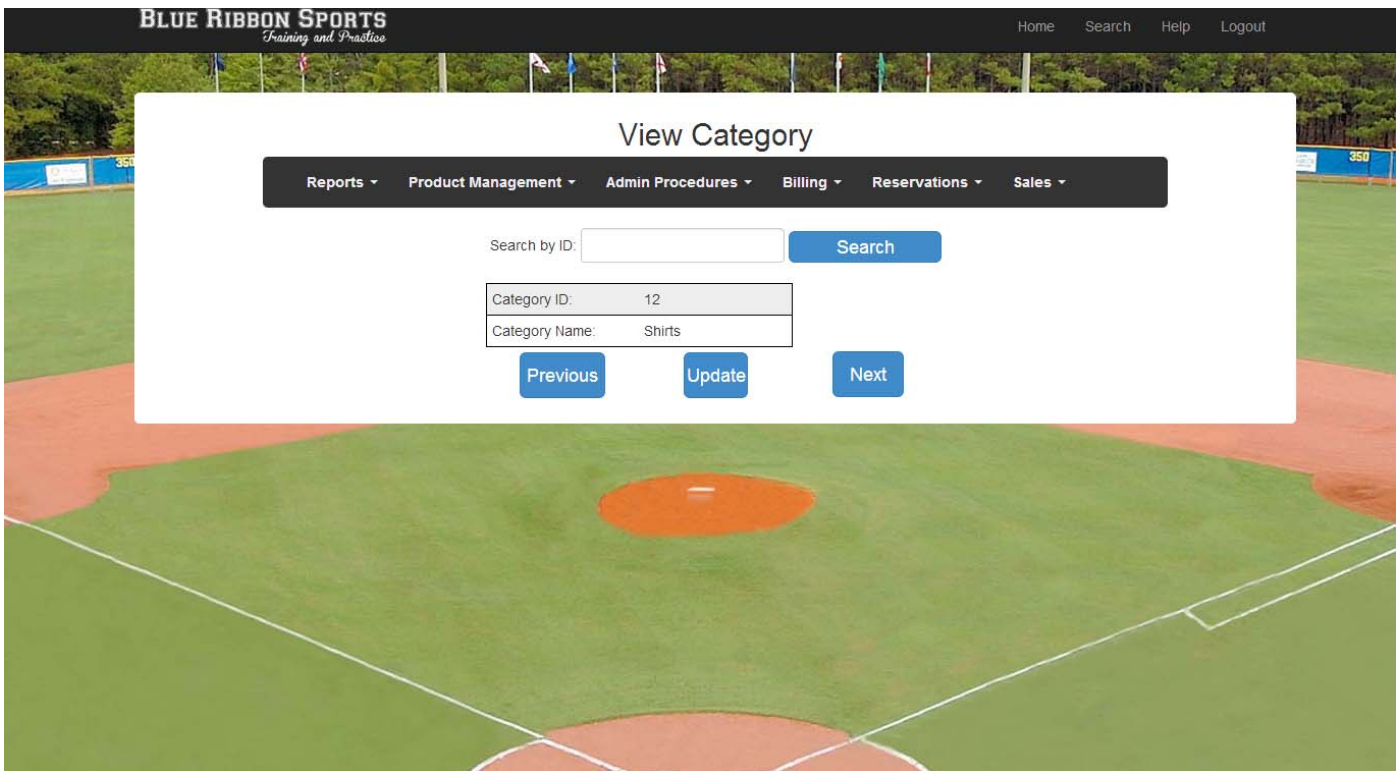
Field Label	Value / Input
Product ID:	69
Description:	
Vendor ID:	
Units/Qty:	
Category ID:	
Unit Cost:	

At the bottom of the form is a blue button labeled 'Add Product'.

1. The next available Product ID will be populated into the form. You must then enter the Vendor ID, Category ID, Description, Units/Qty, and Unit Cost.
2. Once complete, click the “Add Product” button to create the new Product.
3. If any required fields are left blank, you will be prompted to enter them before the Add Product button will work.

View Category

The View Categories screen displays the Category ID and Category Description for the selected category type.



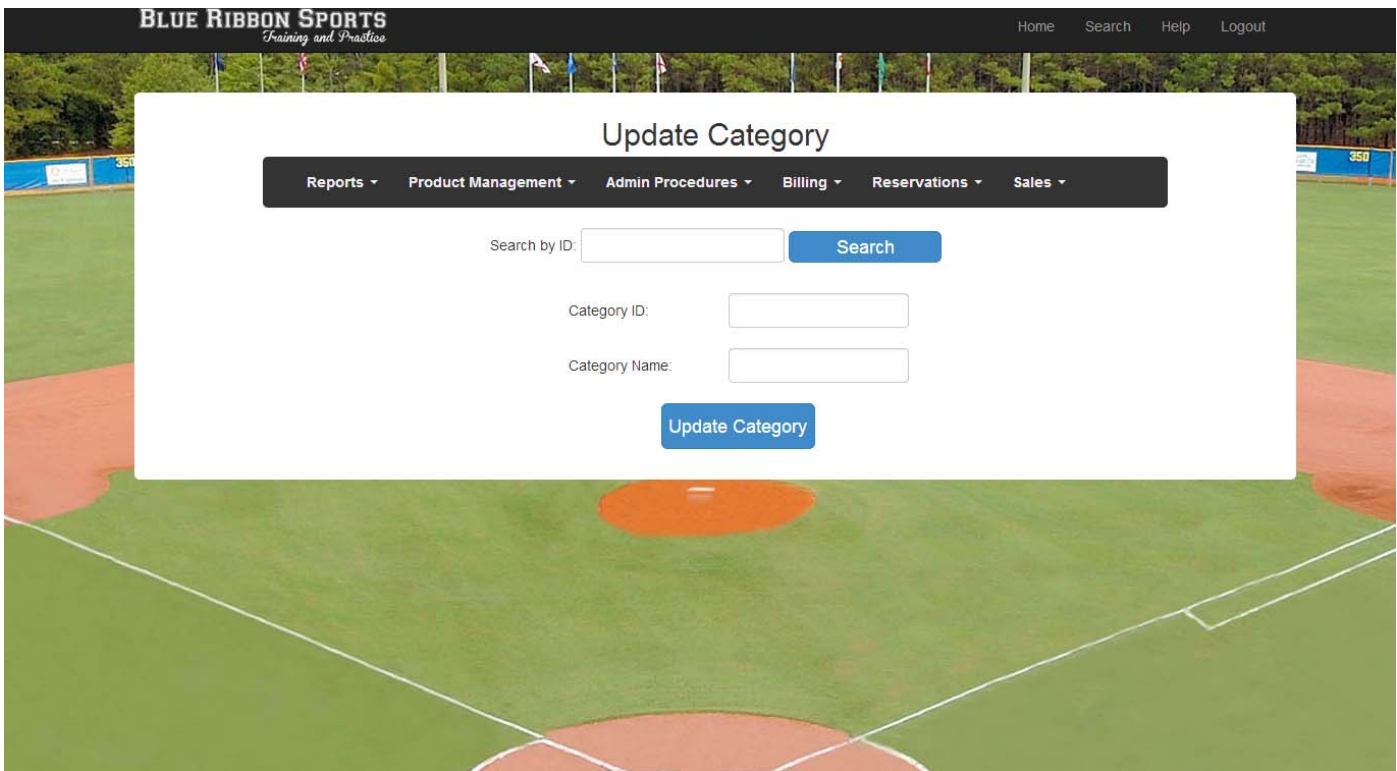
The screenshot shows the 'View Category' screen of the Blue Ribbon Sports system. The background is a baseball field. The interface includes a dark header with the logo 'BLUE RIBBON SPORTS Training and Practice' and navigation links: Home, Search, Help, Logout. Below the header is a dark navigation bar with menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main content area is white and contains a search bar labeled 'Search by ID:' with a text input field and a blue 'Search' button. Below the search bar is a table with two rows: 'Category ID:' with the value '12' and 'Category Name:' with the value 'Shirts'. At the bottom of the table are three blue buttons: 'Previous', 'Update', and 'Next'.

Category ID:	12
Category Name:	Shirts

1. To search for a specific Category, enter the Category ID in the Search by ID field and click Search. To browse forward and backward through categories, click on the Next and Previous buttons.
2. If the details of a selected Category need to be updated, click on the Update button to be sent to the Update Category screen (Page 112) for this Category.

Update Category

The Update Categories screen displays the Category ID and Category Description for the selected category type in an editable format.

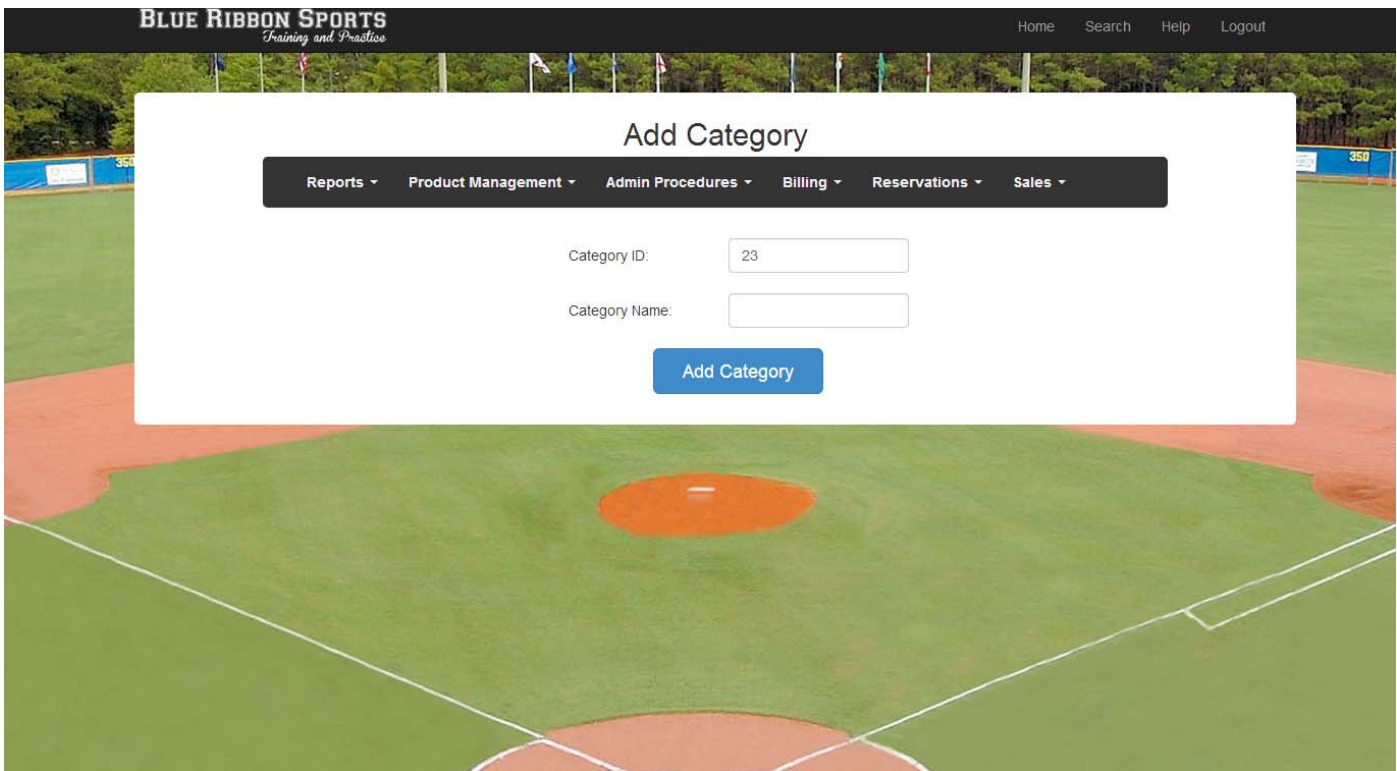


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links: Home, Search, Help, and Logout. Below this, a white modal window titled 'Update Category' is centered. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu, there is a 'Search by ID:' label followed by a text input field and a blue 'Search' button. Underneath, there are two more text input fields labeled 'Category ID:' and 'Category Name:'. At the bottom of the modal is a blue 'Update Category' button.

1. To update an existing Category, enter the Category ID in the “Search by ID” field and click “Search.”
2. The Category’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Category.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Category” button will work.

Add Category

The Add Categories screen allows for the entry of a new category into the system.



The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links: Home, Search, Help, and Logout. Below this, a white modal window titled 'Add Category' is centered. Inside the modal, there is a dark horizontal menu with the following items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu, there are two input fields: 'Category ID:' with the value '23' and 'Category Name:' which is empty. At the bottom of the modal is a blue button labeled 'Add Category'.

1. The next available Category ID will be populated into the form. You must then enter the Category Name for the new category.
2. Once complete, click the “Add Category” button to create the category.
3. If any required fields are left blank, you will be prompted to enter them before the Add Category button will work.

View Location Code

The View Location Code screen displays the Location ID and Location Description for the selected location id..

The screenshot shows the 'View Location' interface. At the top, there's a navigation bar with 'BLUE RIBBON SPORTS' and 'Training and Practice'. Below it, a dark bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main content area has a 'Search by ID:' field with a 'Search' button. Below this is a table displaying location details:

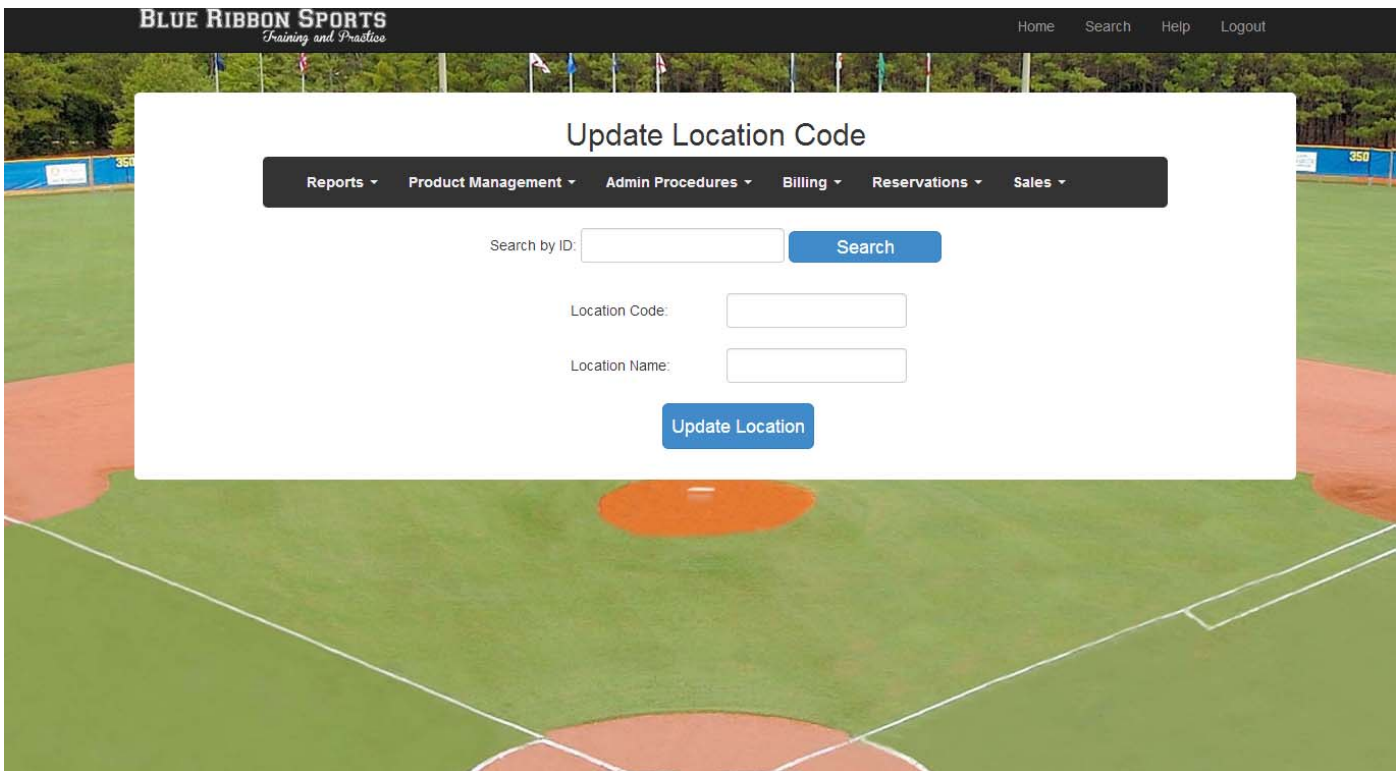
Location Code:	1
Location Name:	A1

At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'. The entire interface is overlaid on a background image of a baseball field.

1. To search for a specific Location, enter the Location Code ID in the Search by ID field and click Search. To browse forward and backward through locations, click on the Next and Previous buttons.
2. If the details of a selected Location need to be updated, click on the Update button to be sent to the Update Location screen (Page 114) for this Location.

Update Location Code

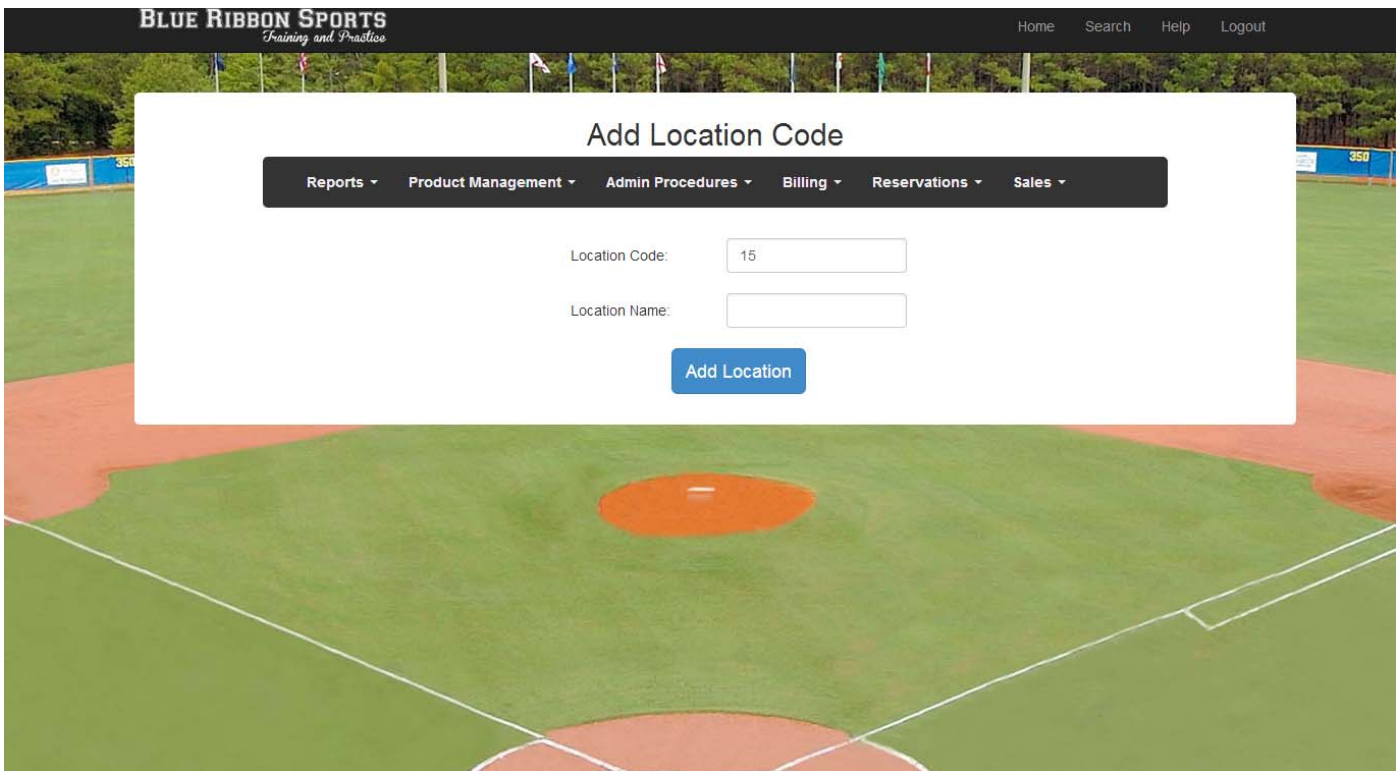
The Update Location screen displays the Location ID and Location Description for the selected location id in an editable format.



1. To update an existing Location, enter the Location ID in the “Search by ID” field and click “Search.”
2. The Location’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Location.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Location” button will work.

Add Location Code

The Add Location Code screen allows for the entry of a new location into the system



The screenshot displays the 'Add Location Code' interface within the 'BLUE RIBBON SPORTS' system. The header includes the company name and tagline 'Training and Practice', along with navigation links for Home, Search, Help, and Logout. A dark navigation bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area is white and contains two input fields: 'Location Code' with the value '15' and 'Location Name' which is empty. Below these fields is a blue 'Add Location' button. The entire form is overlaid on a background image of a baseball field.

1. The next available Location ID will be populated into the form. You must then enter the Location Name for the new location.
2. Once complete, click the “Add Location” button to create the location.
3. If any required fields are left blank, you will be prompted to enter them before the Add Location button will work.

View Coupon

The View Coupon screen displays the Coupon ID, Issue Date, Expiration Date and Coupon Code for the selected coupon id. From this screen you can navigate to update coupon if needed.

The screenshot shows the 'View Coupon' interface. At the top, there's a navigation bar with 'Home', 'Search', 'Help', and 'Logout'. Below this is a dark menu bar with 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main content area has a 'Search by ID:' field with a 'Search' button. Below the search field is a table displaying coupon details:

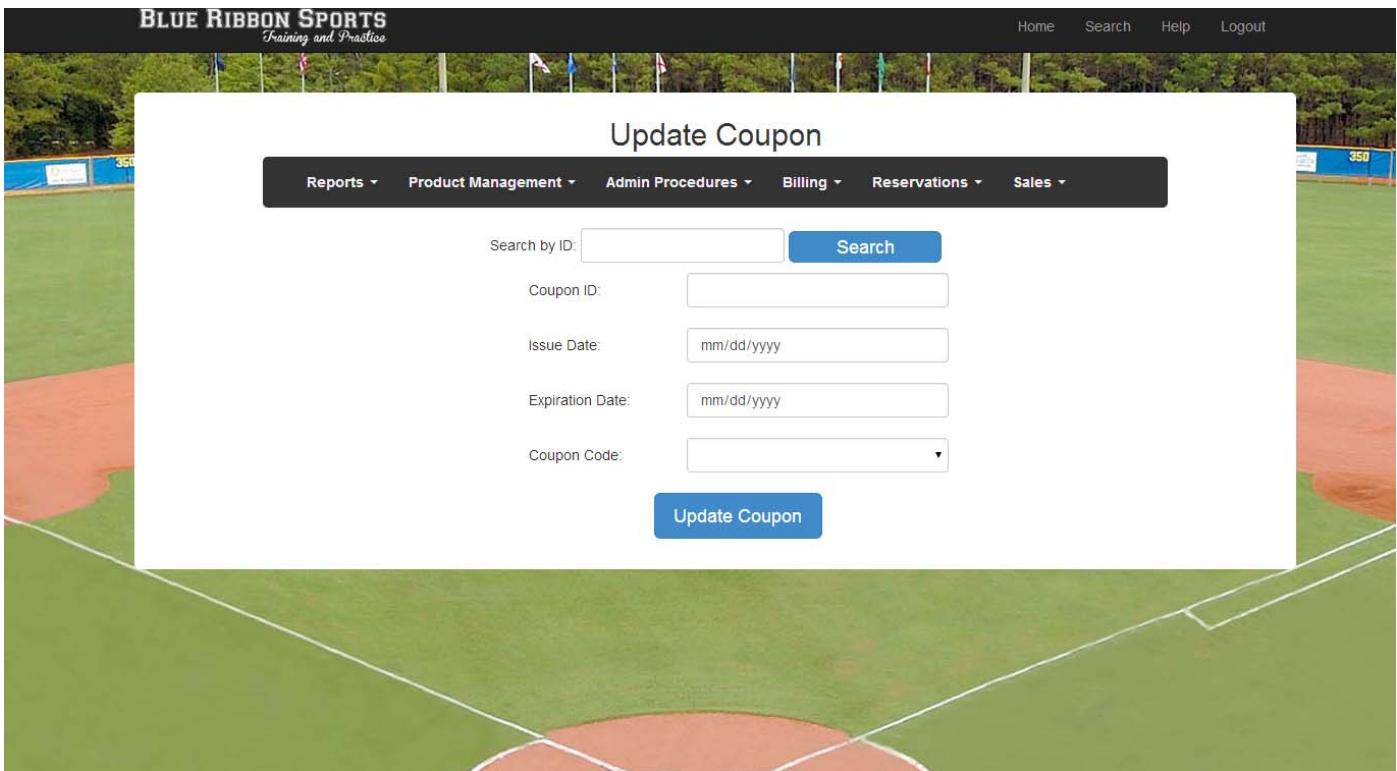
Coupon ID:	1
Issue Date:	2014-01-01
Expiration Date:	2015-06-30
Coupon Code:	Preferred Customers - 10% ▼

At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To search for a specific Coupon, enter the Coupon ID in the Search by ID field and click Search. To browse forward and backward through coupons, click on the Next and Previous buttons.
2. If the details of a selected Coupon need to be updated, click on the Update button to be sent to the Update Coupon screen (Page 118) for this coupon.

Update Coupon

The Update Coupon screen displays the Coupon ID, Issue Date, Expiration Date and Coupon Code for the selected coupon id in an editable format.



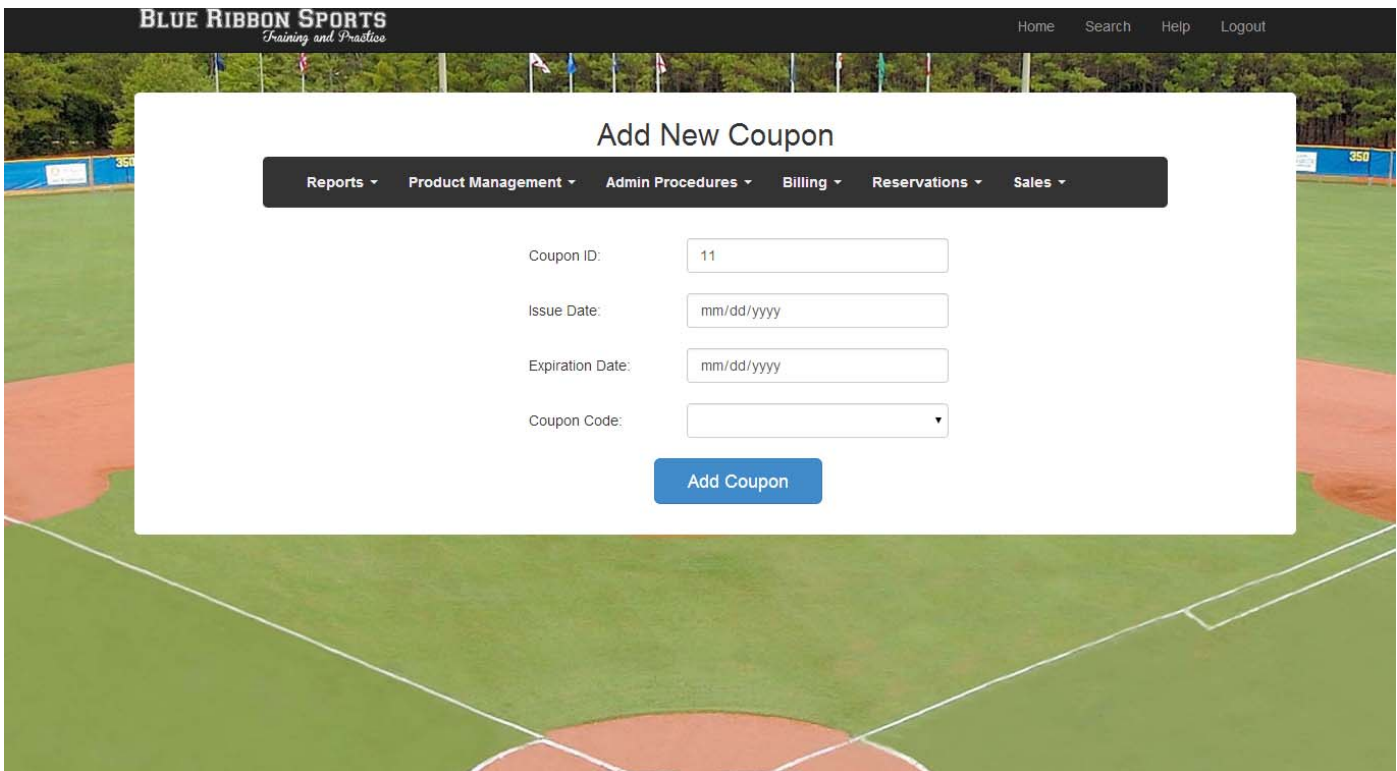
The screenshot displays the 'Update Coupon' interface within the 'BLUE RIBBON SPORTS' application. The header includes the company name and navigation links: Home, Search, Help, and Logout. A dark navigation bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area is titled 'Update Coupon' and contains the following fields:

- Search by ID:** A text input field followed by a blue 'Search' button.
- Coupon ID:** A text input field.
- Issue Date:** A date input field with a placeholder 'mm/dd/yyyy'.
- Expiration Date:** A date input field with a placeholder 'mm/dd/yyyy'.
- Coupon Code:** A dropdown menu.
- Update Coupon:** A blue button at the bottom of the form.

1. To update an existing Coupon, enter the Coupon ID in the “Search by ID” field and click “Search.”
2. The Coupon’s existing information will be loaded into the form.
3. Perform any required updates and then click “Update Coupon.”
4. If any required fields are left blank, you will be prompted to enter them before the “Update Coupon” button will work.

Add Coupon

The Add Coupon screen allows for the entry of a new coupon into the system.

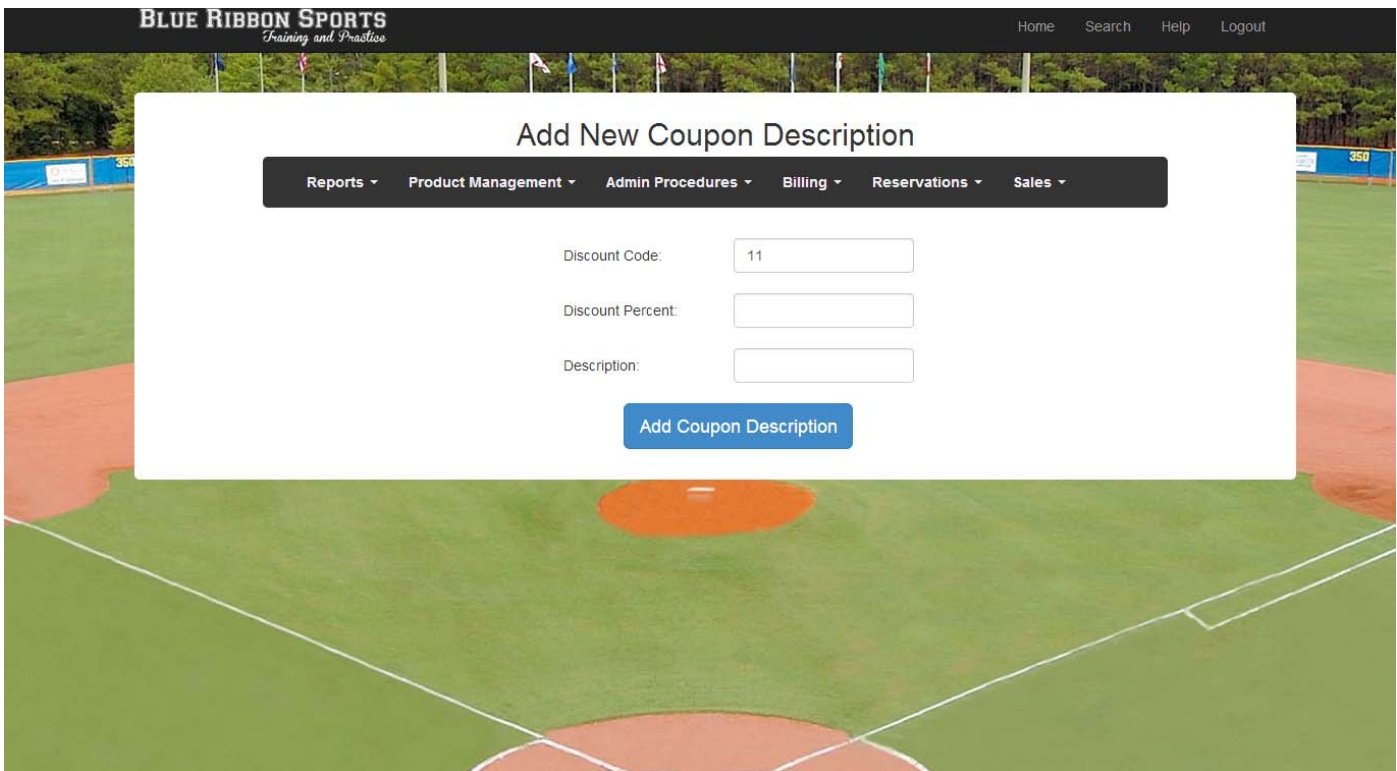


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links for Home, Search, Help, and Logout. Below this, a white modal window titled 'Add New Coupon' is centered. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area contains four input fields: 'Coupon ID' (pre-filled with '11'), 'Issue Date' (placeholder 'mm/dd/yyyy'), 'Expiration Date' (placeholder 'mm/dd/yyyy'), and 'Coupon Code' (a dropdown menu). A blue 'Add Coupon' button is positioned at the bottom center of the form.

1. The next available Coupon ID will be populated into the form. You must then enter the Issue Date, Expiration Date, and Coupon Description for the new coupon. In Chrome, a Date field will be displayed to simplify entry. In other browsers, dates should be entered in yyyy-mm-dd format.
2. Once complete, click the “Add Coupon” button to create the location.
3. If any required fields are left blank, you will be prompted to enter them before the Add Coupon button will work.

Add Coupon Description

The Add Coupon Description screen allows for the entry of a new coupon description into the system.

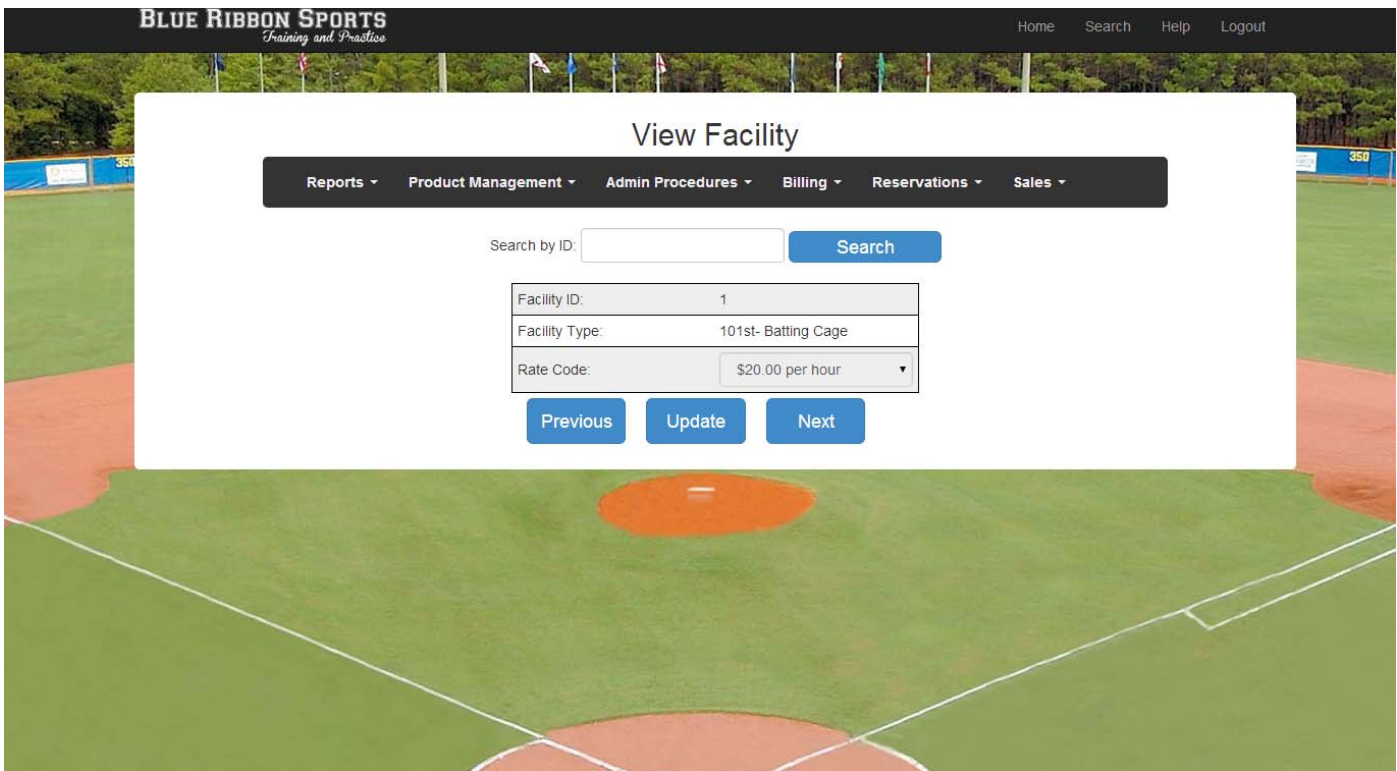


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A white modal window titled 'Add New Coupon Description' is centered on the screen. At the top of the modal is a dark navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below this bar are three input fields: 'Discount Code:' with the value '11', 'Discount Percent:', and 'Description:'. A blue button labeled 'Add Coupon Description' is positioned below the input fields.

1. The next available Description ID will be populated into the form. You must then enter the Description Percent and Coupon Description for the new coupon.
2. Once complete, click the “Add Coupon Description” button to create the description.
3. If any required fields are left blank, you will be prompted to enter them before the Add Coupon Description button will work.

View Facility

The View Facility screen displays the Facility ID, Facility Type and Rate Code for the selected facility. From this screen you can navigate to update facility if needed.



The screenshot shows the 'View Facility' screen of the 'BLUE RIBBON SPORTS' system. The background is a baseball field. The interface includes a top navigation bar with 'Home', 'Search', 'Help', and 'Logout'. Below this is a dark menu bar with options: 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main content area is titled 'View Facility' and contains a search field labeled 'Search by ID:' with a 'Search' button. Below the search field is a table displaying facility details:

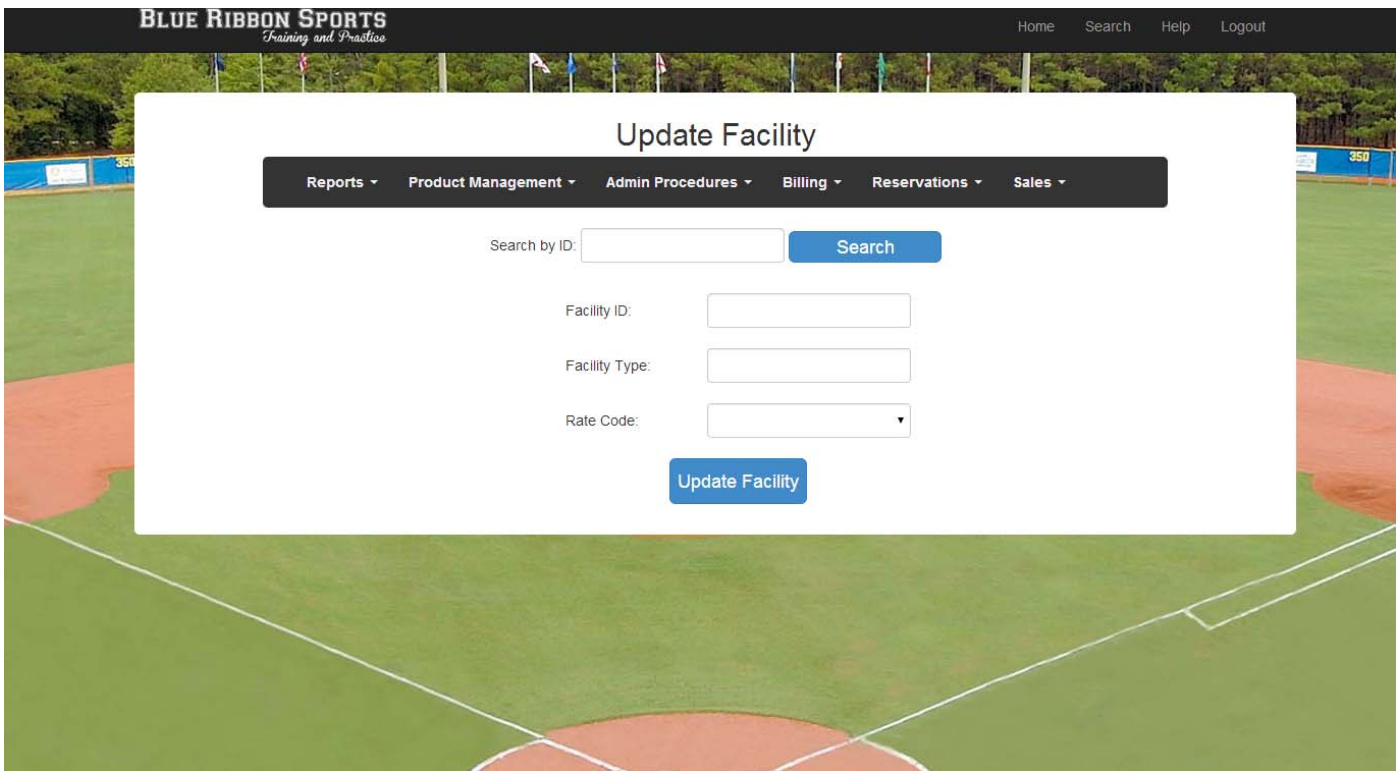
Facility ID:	1
Facility Type:	101st- Batting Cage
Rate Code:	\$20.00 per hour

At the bottom of the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To search for a specific Facility, enter the Facility ID in the Search by ID field and click Search. To browse forward and backward through facilities, click on the Next and Previous buttons.
2. If the details of a selected Facility need to be updated, click on the Update button to be sent to the Update Facility screen (Page 122) for this facility.

Update Facility

The Update Facility screen displays the Facility ID, Facility Type and Rate Code for the selected facility in an editable format.

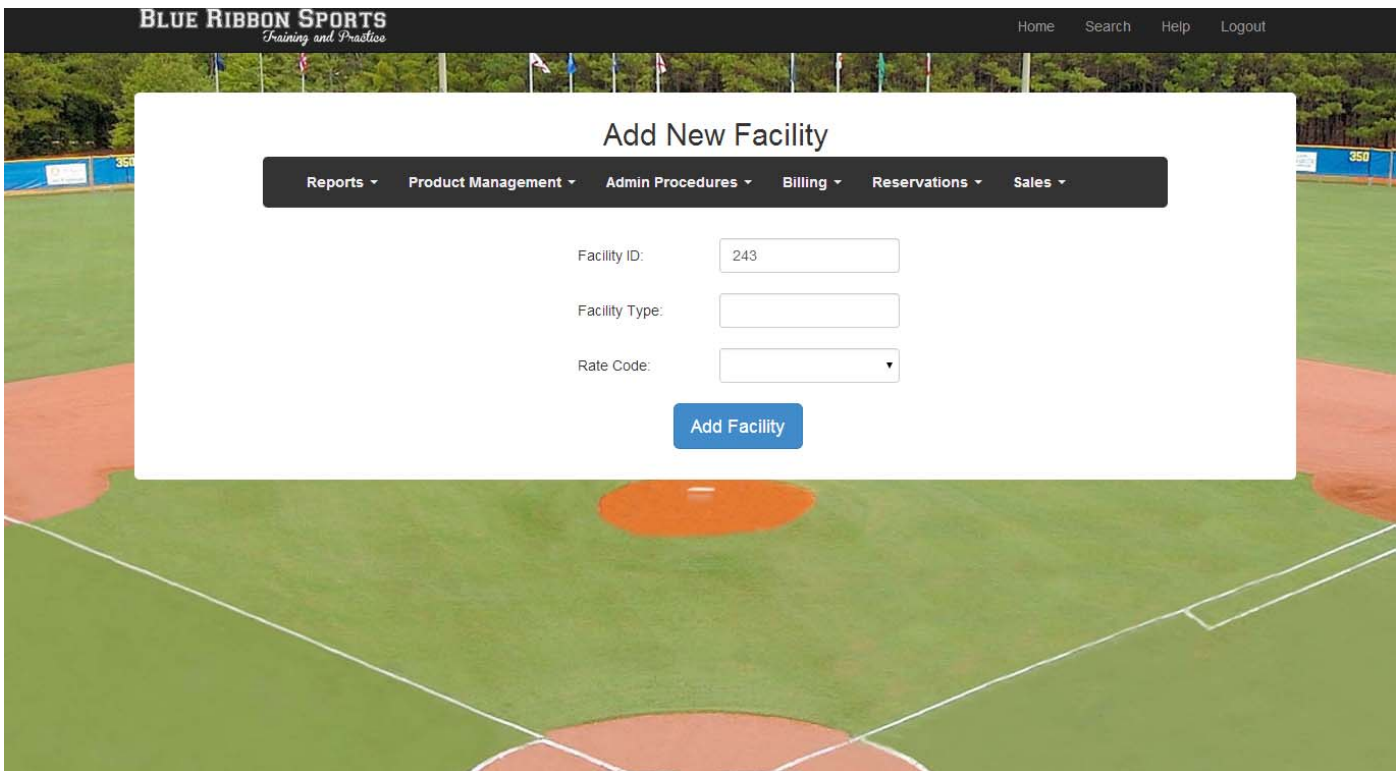


The screenshot displays the 'Update Facility' interface within the 'BLUE RIBBON SPORTS' system. The header includes navigation links: Home, Search, Help, and Logout. Below the header is a dark navigation bar with menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area contains a 'Search by ID:' field with a 'Search' button. Below this are three input fields: 'Facility ID:', 'Facility Type:', and 'Rate Code:'. The 'Rate Code:' field is a dropdown menu. At the bottom of the form is a blue 'Update Facility' button. The background of the page is a photograph of a baseball field.

1. To update an existing Facility, enter the Facility ID in the “Search by ID” field and click “Search.”
2. The Facility’s current information will be loaded into the form.
3. Perform any required updates and then click Update Facility.
4. If any required fields are left blank, you will be prompted to enter them before the “Update Facility” button will work.

Add Facility

The Add Facility screen allows for the entry of a new facility into the system.

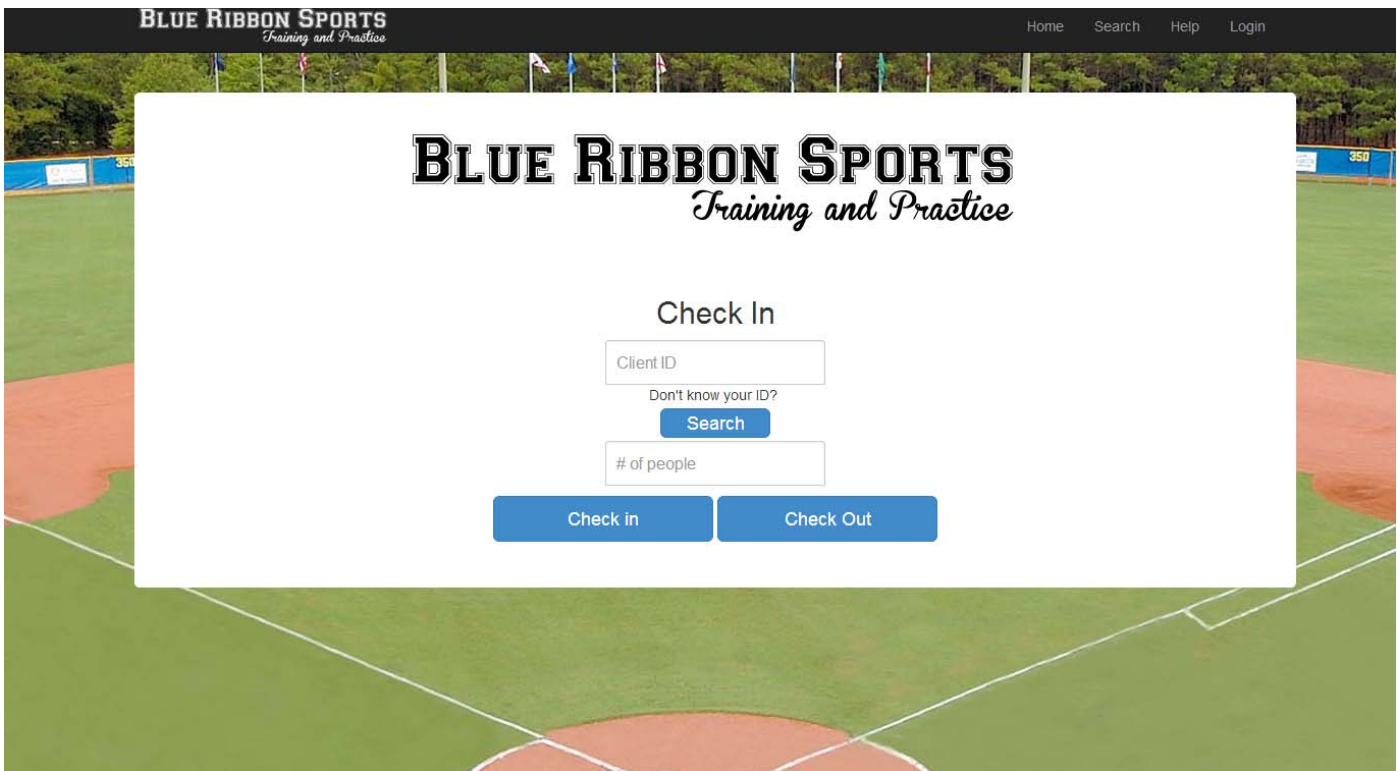


The screenshot displays the 'Add New Facility' interface within the 'BLUE RIBBON SPORTS Training and Practice' application. The background is a baseball field. A dark navigation bar at the top contains links for Home, Search, Help, and Logout. Below this, a white modal window titled 'Add New Facility' is centered. Inside the modal, there is a dark horizontal menu with options: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area contains three input fields: 'Facility ID' with the value '243', 'Facility Type' (empty), and 'Rate Code' (empty with a dropdown arrow). A blue 'Add Facility' button is positioned below the form fields.

1. The next available Facility ID will be populated into the form. You must then enter the Facility Type and Rate Code for the new Facility.
2. Once complete, click the “Add Facility” button to create the facility.
3. If any required fields are left blank, you will be prompted to enter them before the Add Facility button will work.

Check-in / Check-out

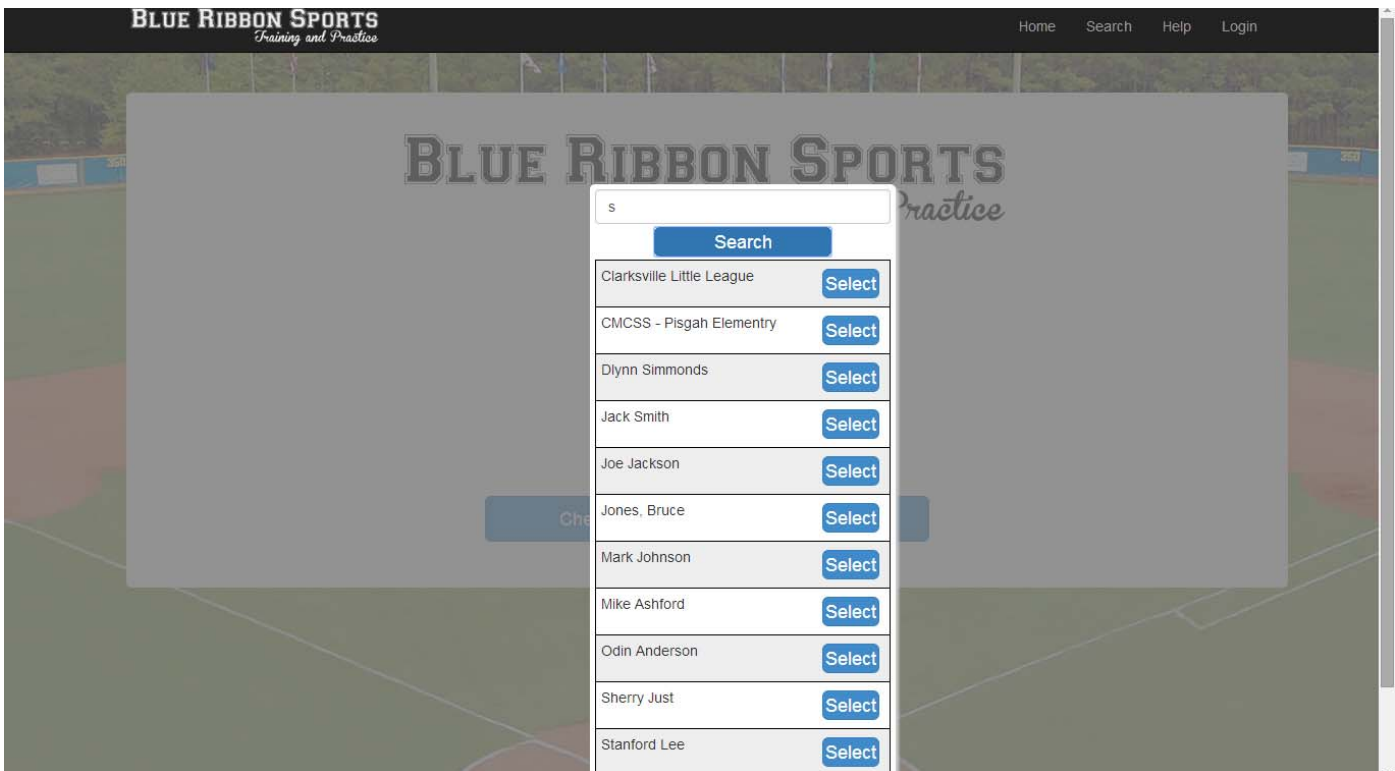
The Client Check in screen is used to check clients into and out of the facility.

The image shows a web browser displaying the Blue Ribbon Sports website. The background is a photograph of a baseball field. Overlaid on this is a white rectangular form. At the top of the form, the text 'BLUE RIBBON SPORTS' is in a large, bold, serif font, with 'Training and Practice' in a smaller, italicized script font below it. Below the logo, the text 'Check In' is centered. Underneath 'Check In' is a text input field labeled 'Client ID'. Below this field is a link that says 'Don't know your ID?'. Below the link is a blue button with the word 'Search' in white. Below the 'Search' button is another text input field labeled '# of people'. At the bottom of the form are two blue buttons: 'Check in' on the left and 'Check Out' on the right.

1. To check in, a client should enter their ID and the number of people in their group.
2. Once complete, click the Check In button.
3. To check out, a client should once again enter their ID.
4. Once complete, click the Check Out button.

Check-in Client Search

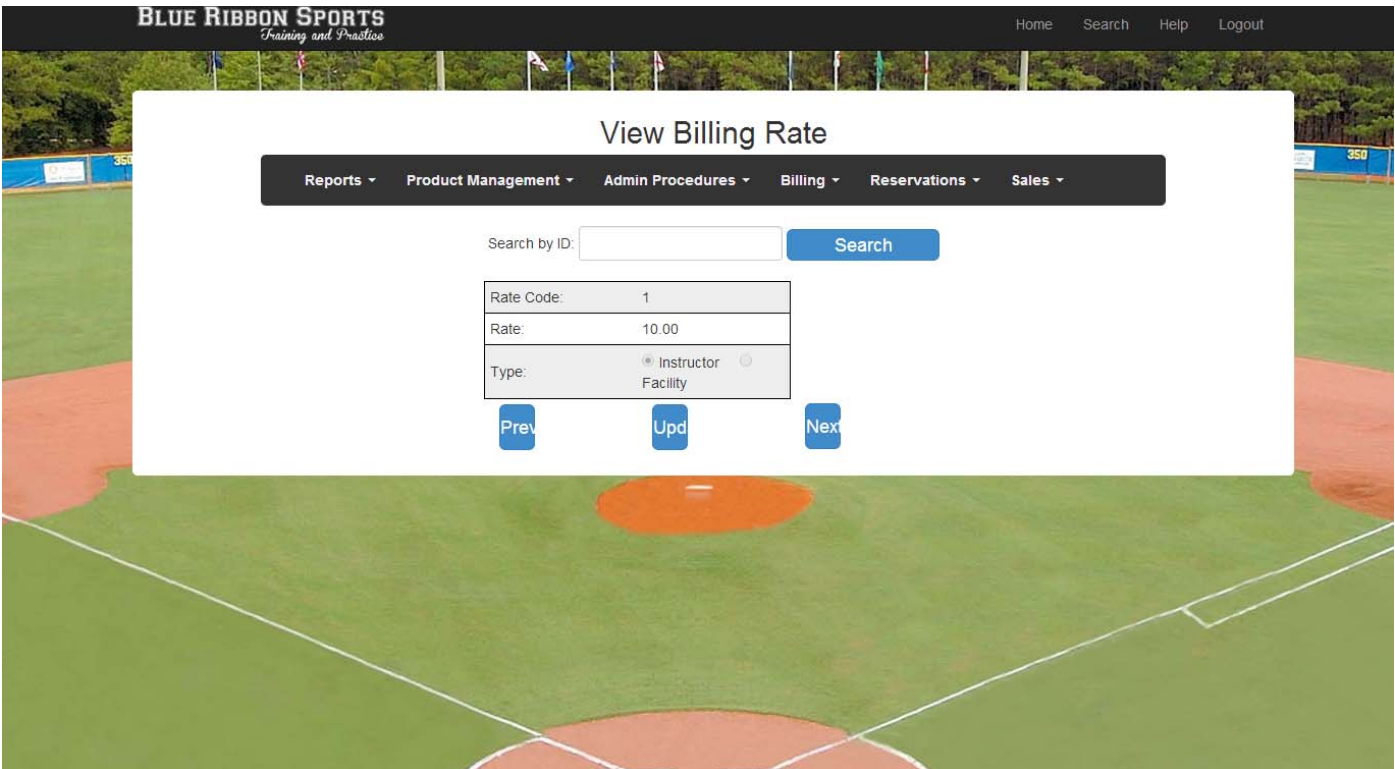
The Check-in Client Search allows for searching for an existing Client ID when a client is being checked-in.



1. After clicking the Search button, a search field and button will appear.
2. Type in the name of the desired client and click Search.
3. A list of matching clients will be displayed. To enter the matching ID for the desired client, click the Select button next to that client's name.

View Billing Rate

The View Billing Rate screen displays the Rate Code, Rate and Rate Type for the selected rate id. From this screen you can navigate to update rate if needed.



The screenshot shows the 'View Billing Rate' interface within the 'BLUE RIBBON SPORTS' application. The background is a baseball field. The interface includes a top navigation bar with links for Home, Search, Help, and Logout. Below this is a dark menu bar with options: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main content area features a 'Search by ID:' input field with a 'Search' button. Below the search field is a table displaying the details of the selected rate. The table has three rows: 'Rate Code' with value '1', 'Rate' with value '10.00', and 'Type' with a radio button selected for 'Instructor' and 'Facility' unselected. At the bottom of the table are three buttons: 'Prev', 'Upd', and 'Next'.

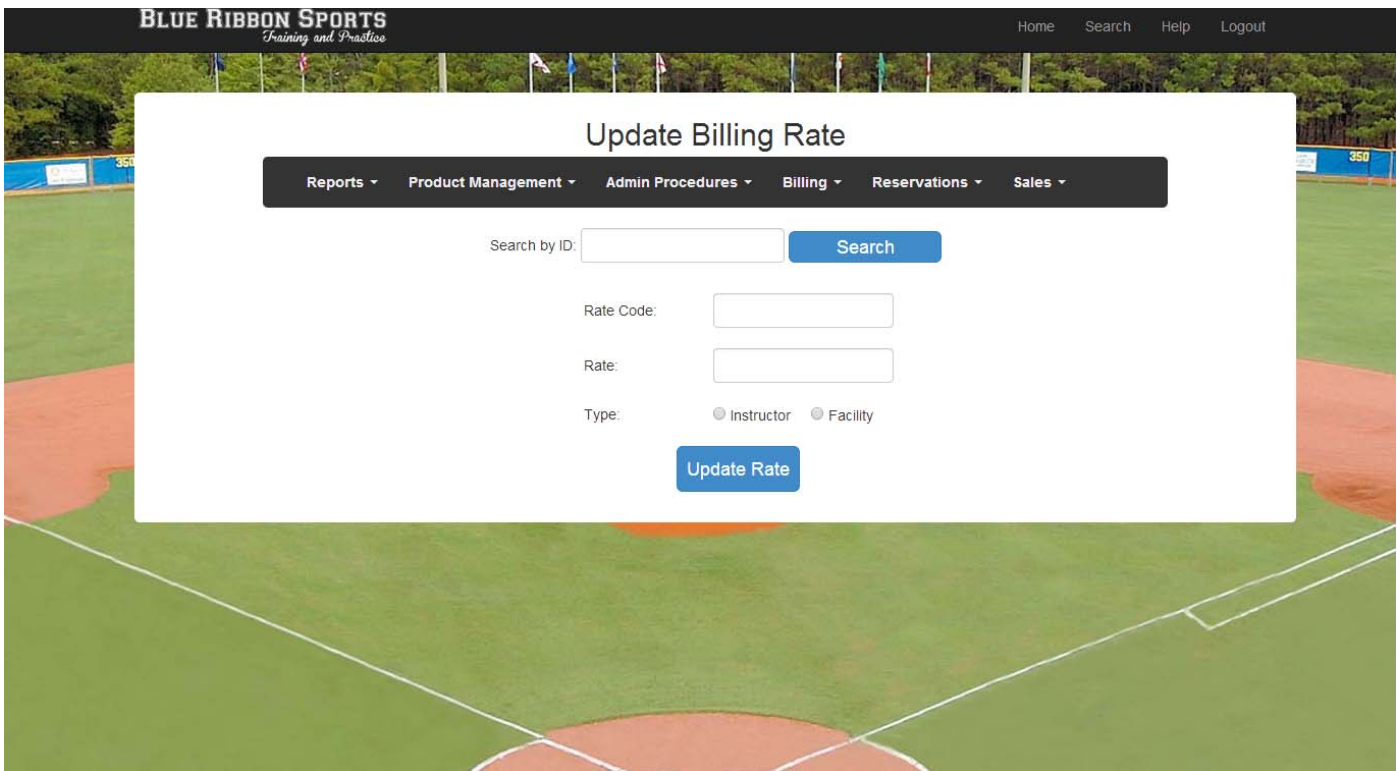
Rate Code:	1
Rate:	10.00
Type:	<input checked="" type="radio"/> Instructor <input type="radio"/> Facility

Prev Upd Next

1. To search for a specific Rate, enter the Rate ID in the Search by ID field and click Search. To browse forward and backward through rates, click on the Next and Previous buttons.
2. If the details of a selected Rate need to be updated, click on the Update button to be sent to the Update Billing Rate screen (Page 127) for this rate.

Update Billing Rate

The Update Billing Rate screen displays the Rate Code, Rate and Rate Type for the selected rate id in an editable format.

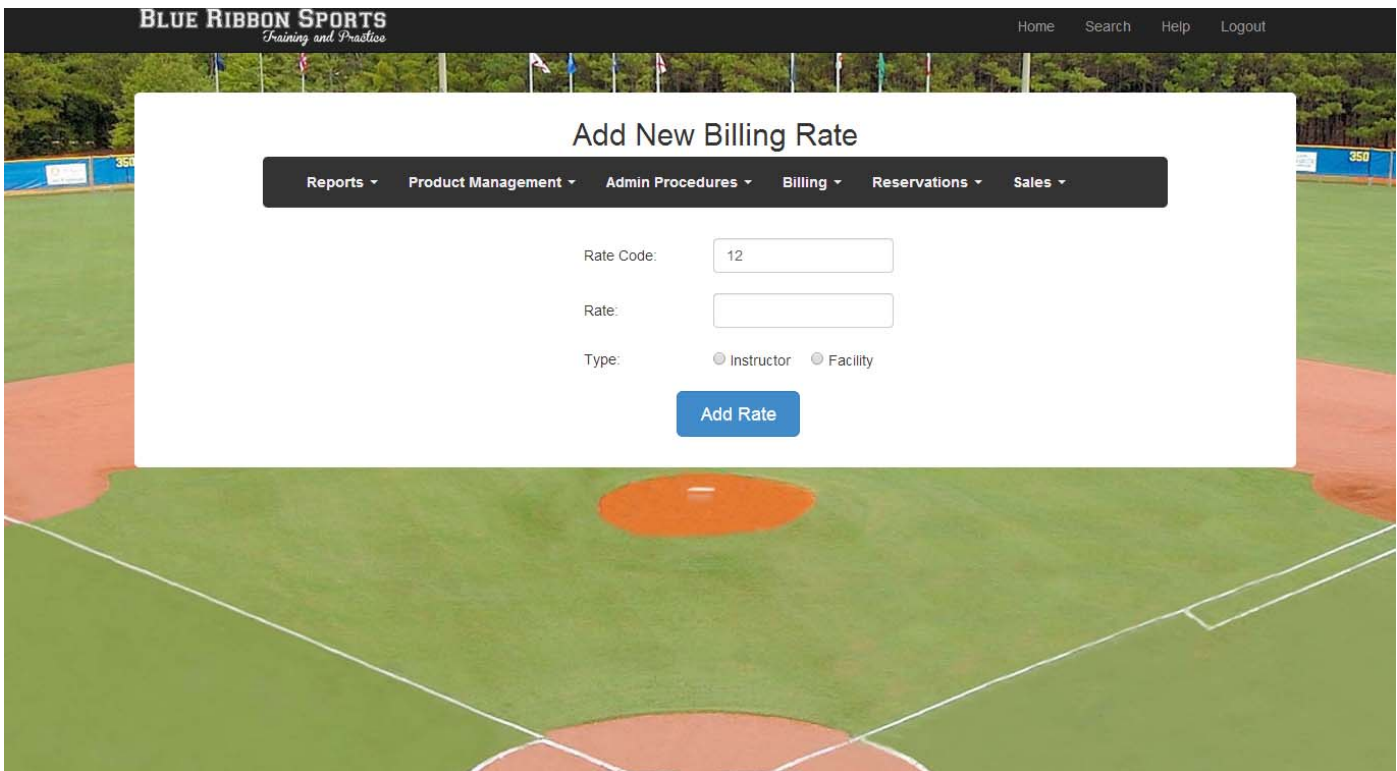


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links: Home, Search, Help, and Logout. Below this is a white modal window titled 'Update Billing Rate'. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu is a 'Search by ID:' label followed by a text input field and a blue 'Search' button. Underneath are three more input fields: 'Rate Code:', 'Rate:', and 'Type:'. The 'Type:' field has two radio button options: 'Instructor' and 'Facility'. At the bottom of the form is a blue 'Update Rate' button.

1. To update an existing Billing Rate, enter the Rate Coode in the “Search by ID” field and click “Search.”
2. The Rate’s current information will be loaded into the form.
3. Perform any required updates and then click Update Rate.
4. If any required fields are left blank, you will be prompted to enter them before the “Update Rate” button will work.

Add Billing Rate

The Add Billing Rate screen allows for the entry of a new Facility or Instructor rate into the system.

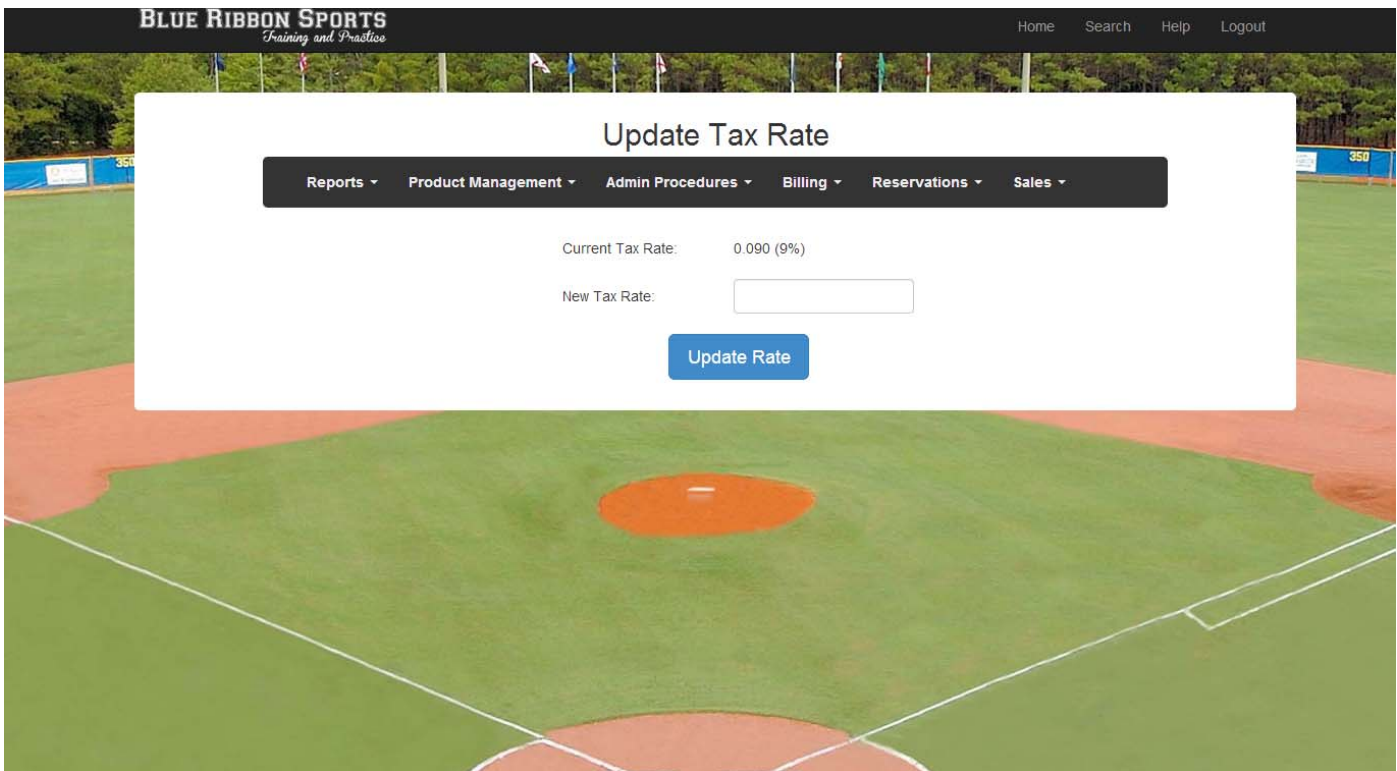


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A white modal window titled 'Add New Billing Rate' is centered on the screen. At the top of the modal is a dark navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below this bar, the form contains three input fields: 'Rate Code' with the value '12', 'Rate' (empty), and 'Type' with radio buttons for 'Instructor' and 'Facility'. At the bottom of the form is a blue 'Add Rate' button.

1. The next available Rate ID will be populated into the form. You must then enter the Rate and select one of the two available types (Instructor or Facility) for the new Rate.
2. Once complete, click the “Add Rate” button to create the rate.
3. If any required fields are left blank, you will be prompted to enter them before the Add Rate button will work.

Update Tax Rate

The View Update Tax Rate screen displays the current tax rate applied to sales and invoices and allows for updating the rate.

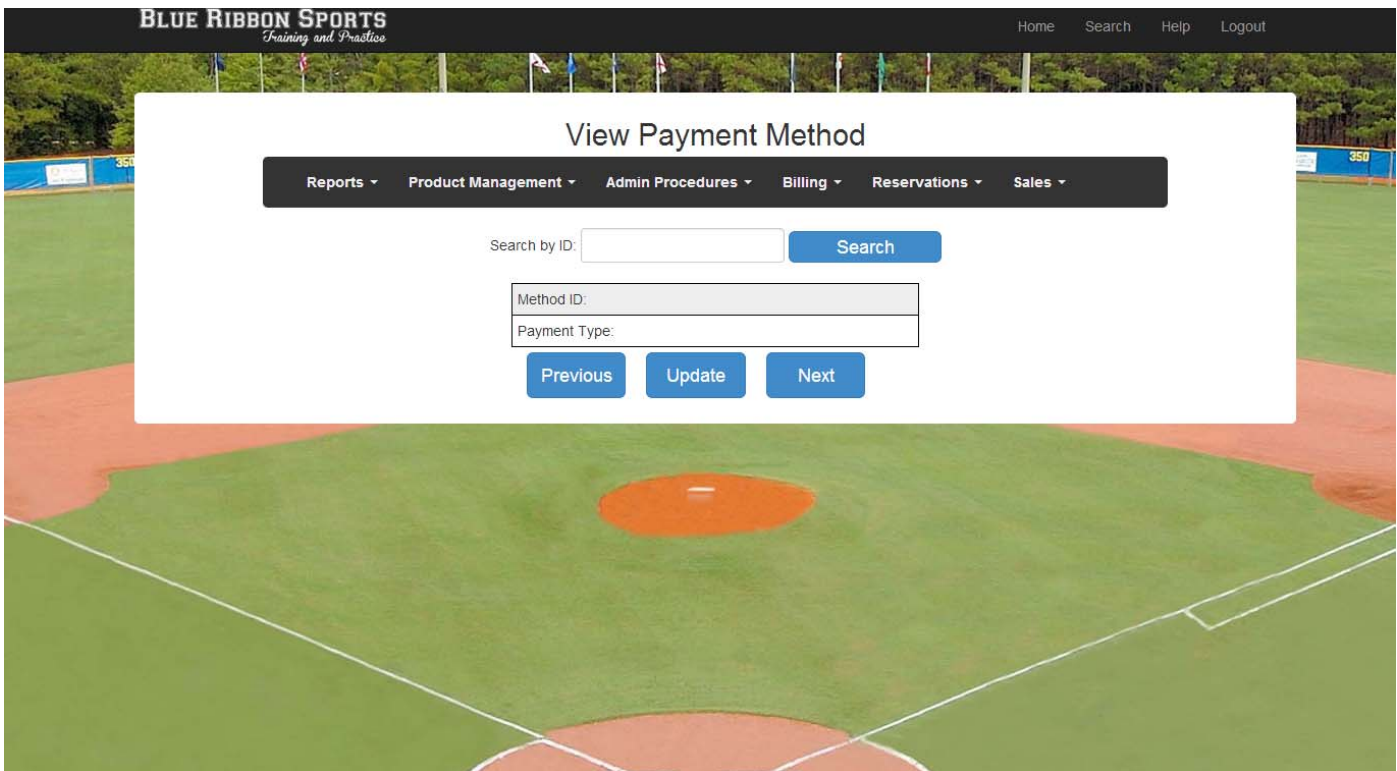


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links for Home, Search, Help, and Logout. Below this, a white modal window titled 'Update Tax Rate' is centered. Inside the modal, there is a dark horizontal menu with options: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu, the 'Current Tax Rate' is displayed as '0.090 (9%)'. The 'New Tax Rate' is shown as an empty text input field. At the bottom of the modal is a blue button labeled 'Update Rate'.

1. The existing Tax Rate will be displayed on the page.
2. Enter the new desired rate and then click “Update Tax Rate.”
3. If the tax rate is left blank, you will be prompted to enter it before the “Update Rate” button will work.

View Payment Method

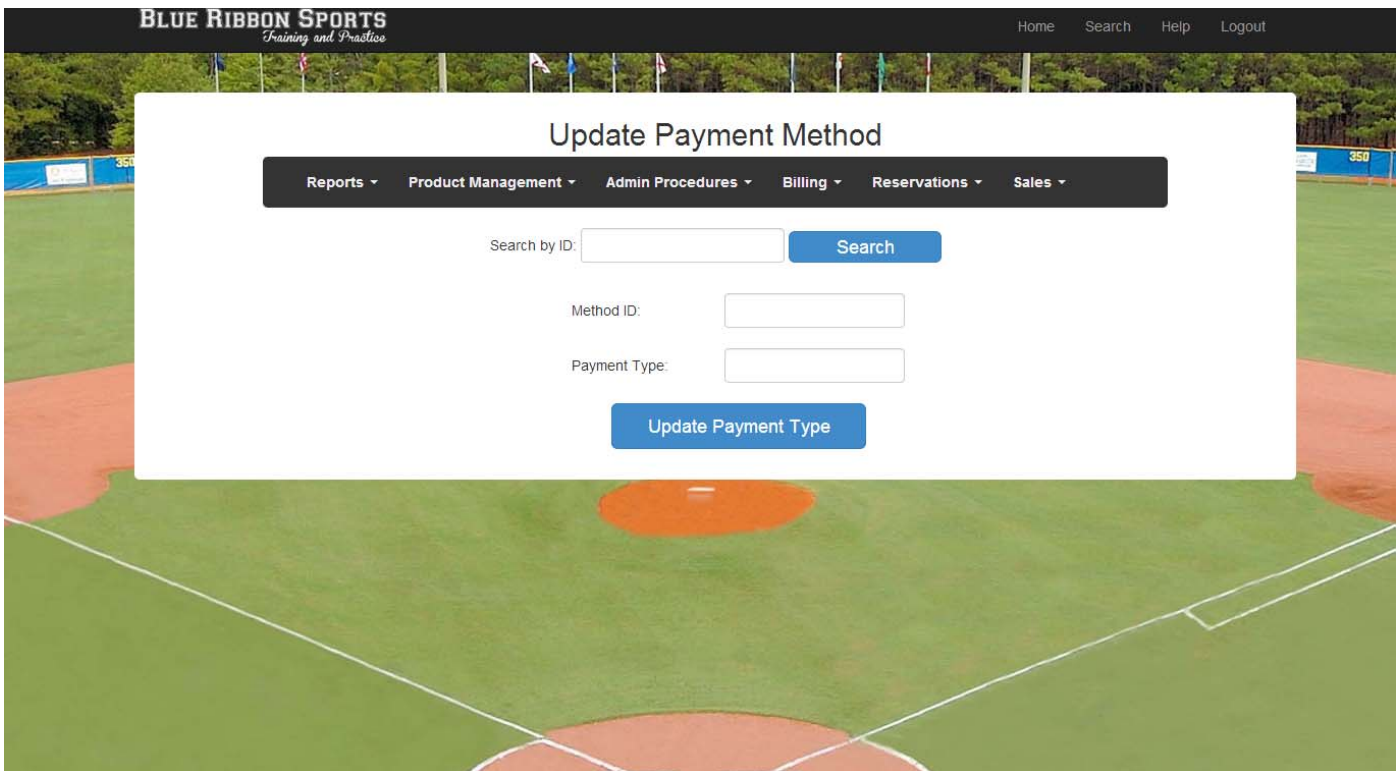
The View Payment Method screen displays the Method ID and Payment Type for the selected method id. From this screen you can navigate to the update payment method screen if needed.



1. To search for a specific Payment Method, enter the Method ID in the Search by ID field and click Search. To browse forward and backward through methods, click on the Next and Previous buttons.
2. If the details of a selected Payment Method need to be updated, click on the Update button to be sent to the Update Payment Method screen (Page 131) for this method.

Update Payment Method

The View Payment Method screen displays the Method ID and Payment Type for the selected method id in an editable format.

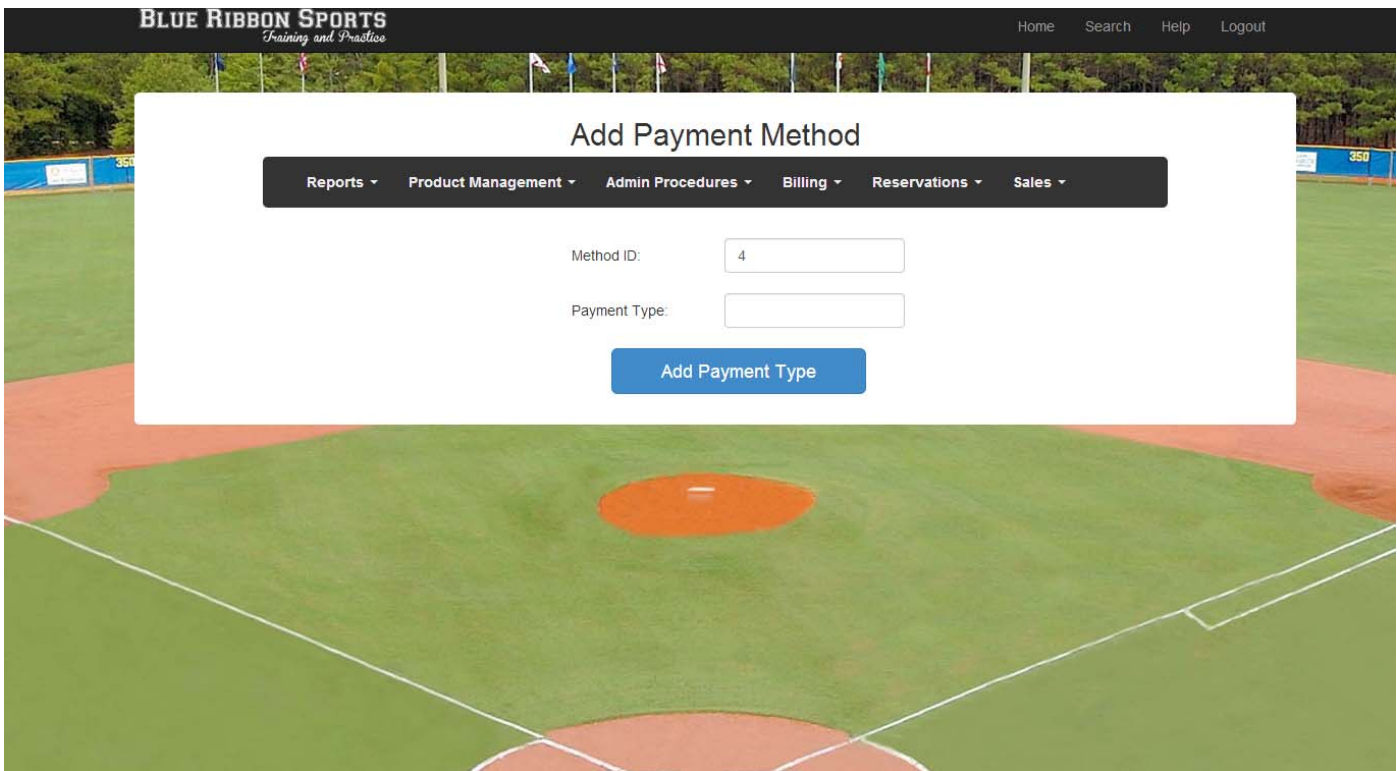


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A white modal form titled 'Update Payment Method' is centered. At the top of the modal is a dark navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below this is a search section with the label 'Search by ID:', an input field, and a blue 'Search' button. Underneath are two more input fields labeled 'Method ID:' and 'Payment Type:'. At the bottom of the form is a large blue button labeled 'Update Payment Type'.

1. To update an existing Payment Method, enter the Method ID in the “Search by ID” field and click “Search.”
2. The Payment Method’s current information will be loaded into the form.
3. Perform any required updates and then click Update Payment Type.
4. If any required fields are left blank, you will be prompted to enter them before the “Update Payment Type” button will work.

Add Payment Method

The Add Payment Method screen allows for the entry of a new payment method into the system.

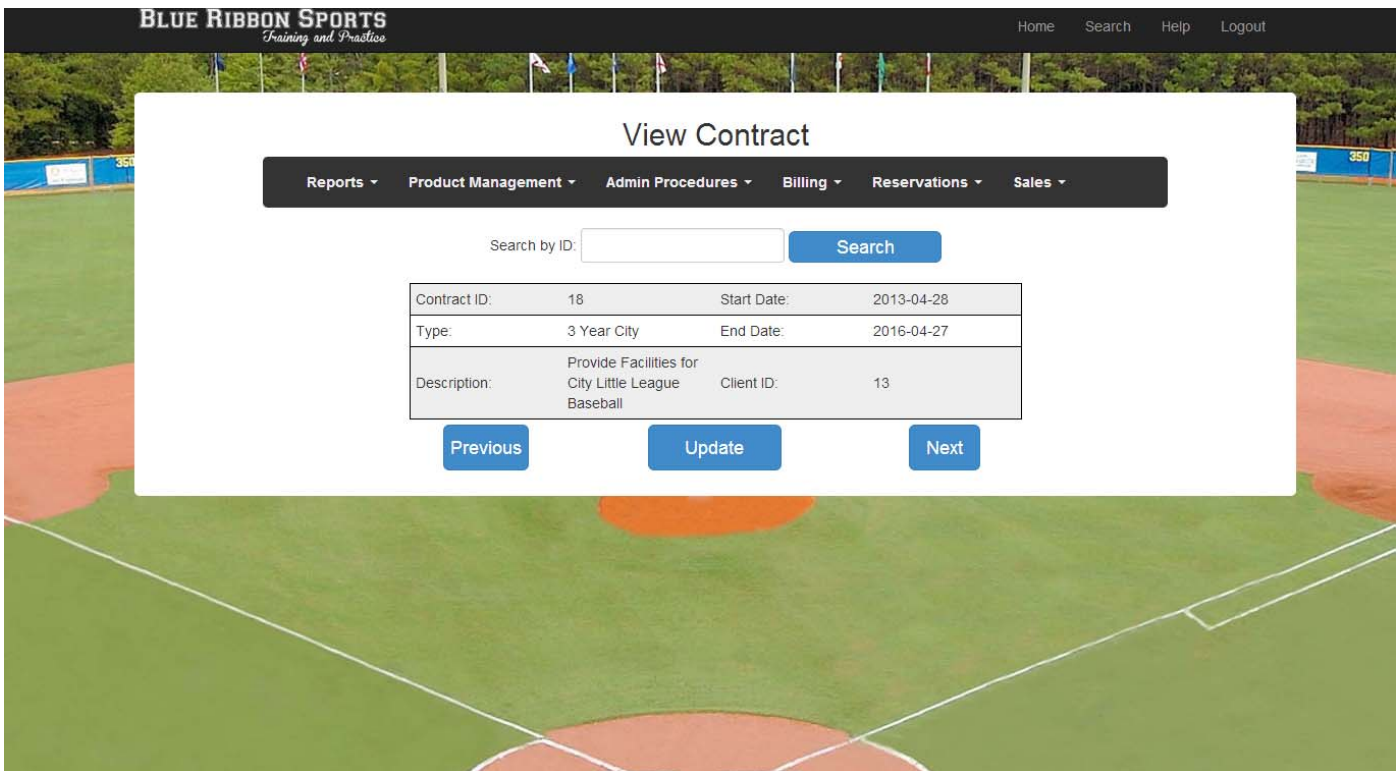


The screenshot displays the 'Add Payment Method' interface within the 'BLUE RIBBON SPORTS' system. The header includes navigation links: Home, Search, Help, and Logout. Below the header is a dark navigation bar with menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area contains two input fields: 'Method ID' with the value '4' and 'Payment Type' which is currently blank. A blue button labeled 'Add Payment Type' is positioned below the form fields. The entire interface is overlaid on a background image of a baseball field.

1. The next available Method ID will be populated into the form. You must then enter the Payment Type for the new method.
2. Once complete, click the “Add Payment Type” button to create the payment type.
3. If any required fields are left blank, you will be prompted to enter them before the Add Payment Method button will work.

View Contract

The View Contracts screen displays the Contract ID, Contract Type, Contract Description, Start Date, End Date, and the Client ID affiliated with the selected contract. From this screen you can navigate to update contract if needed.



The screenshot shows the 'View Contract' interface. At the top, there's a navigation bar with 'BLUE RIBBON SPORTS' and 'Training and Practice'. Below it, a dark bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. A search bar labeled 'Search by ID:' is present, followed by a 'Search' button. Below the search bar is a table displaying contract details:

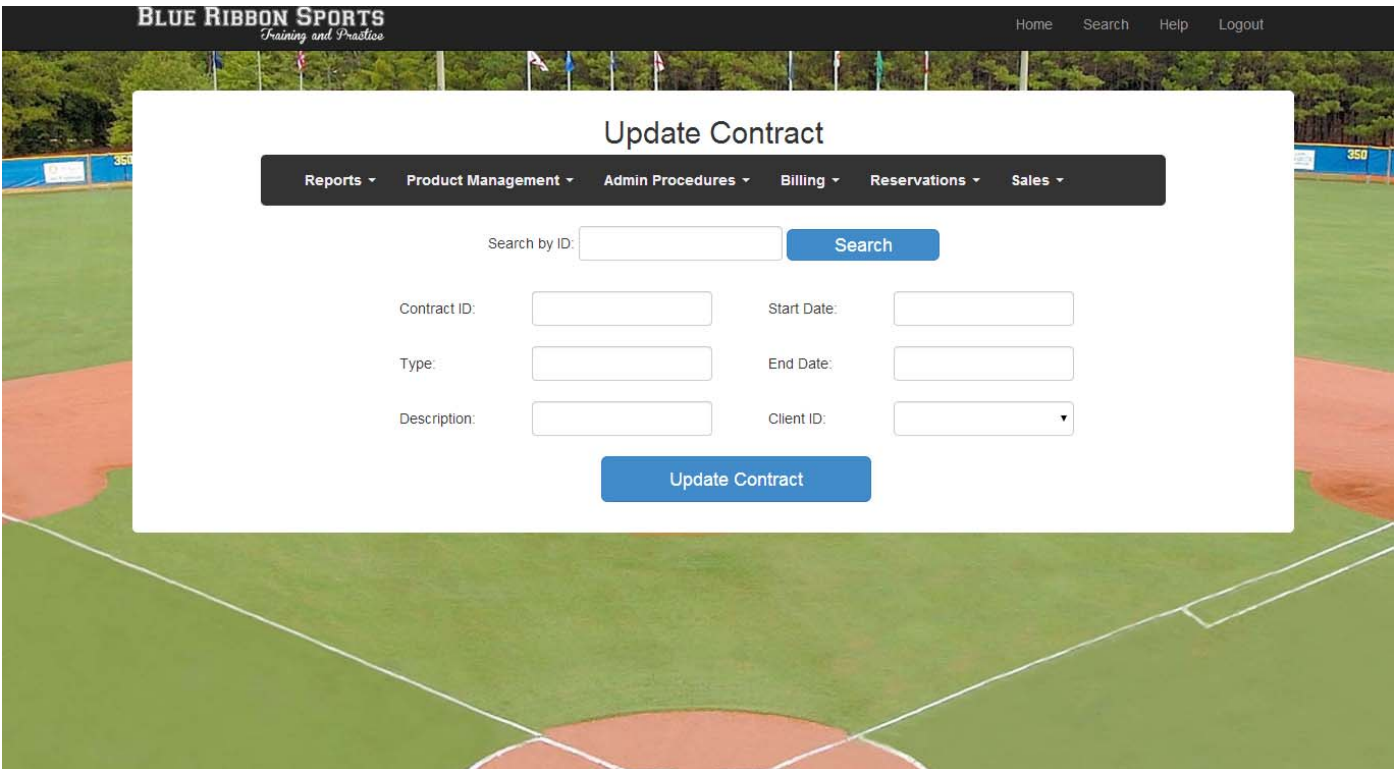
Contract ID:	18	Start Date:	2013-04-28
Type:	3 Year City	End Date:	2016-04-27
Description:	Provide Facilities for City Little League Baseball	Client ID:	13

Below the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To search for a specific contract, enter the Contract ID in the Search by ID field and click Search. To browse forward and backward through contracts, click on the Next and Previous buttons.
2. If the details of a selected reservation need to be updated, click on the Update button to be sent to the Update Contract screen (Page 134) for this contract.

Update Contract

The View Contracts screen displays the Contract ID, Contract Type, Contract Description, Start Date, End Date, and the Client ID affiliated with the selected contract in an editable format.

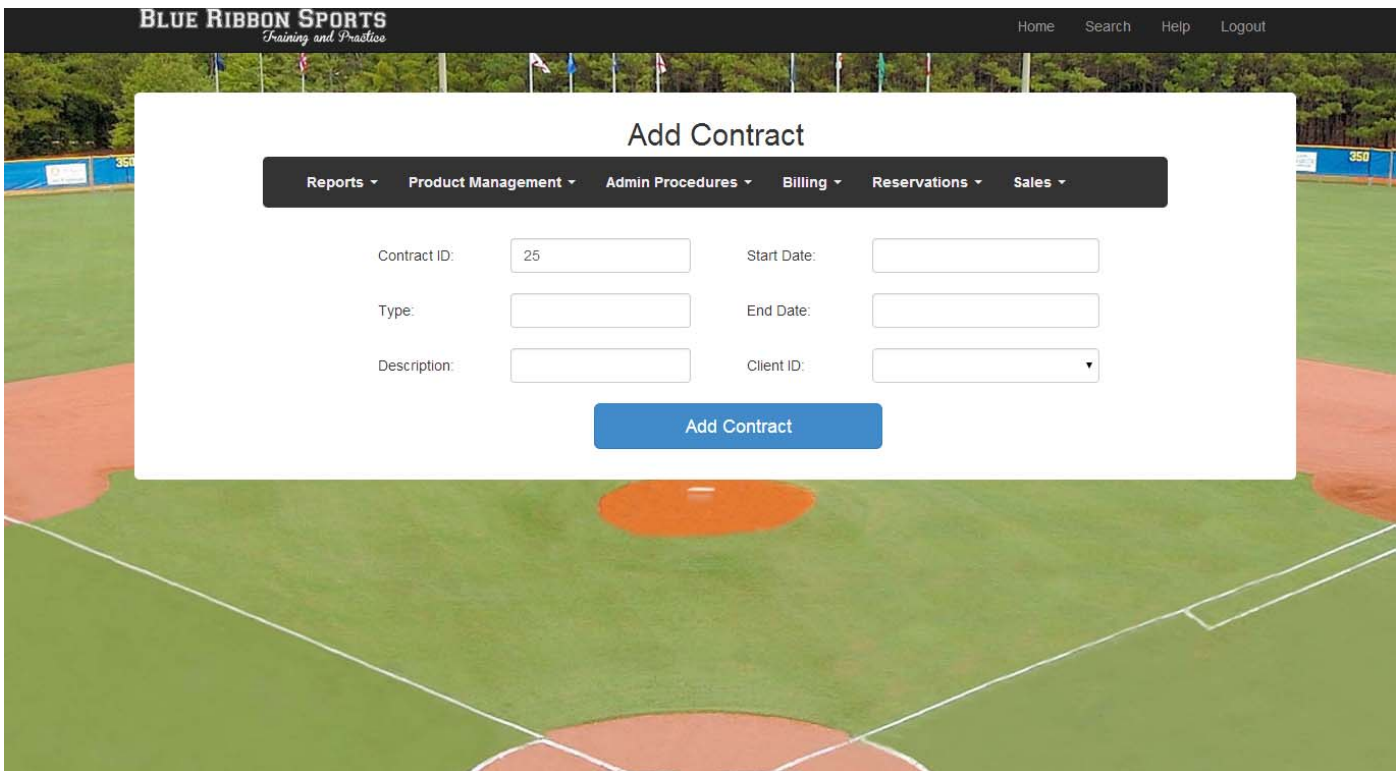


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. At the top right, there are links for 'Home', 'Search', 'Help', and 'Logout'. A dark navigation bar contains several menu items: 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main content area is a white box titled 'Update Contract'. Inside this box, there is a 'Search by ID:' label followed by a text input field and a blue 'Search' button. Below this, there are six input fields arranged in two columns: 'Contract ID', 'Start Date', 'Type', 'End Date', 'Description', and 'Client ID'. The 'Client ID' field is a dropdown menu. At the bottom of the form is a large blue button labeled 'Update Contract'.

1. To update an existing contract, enter the Contract ID in the “Search by ID” field and click “Search.”
2. The Contract’s current information will be loaded into the form.
3. Perform any required updates and then click Update Contract.
4. If any required fields are left blank, you will be prompted to enter them before the “Update Contract” button will work.

Add Contract

The Add Contacts screen allows for the entry of a new contract into the system.

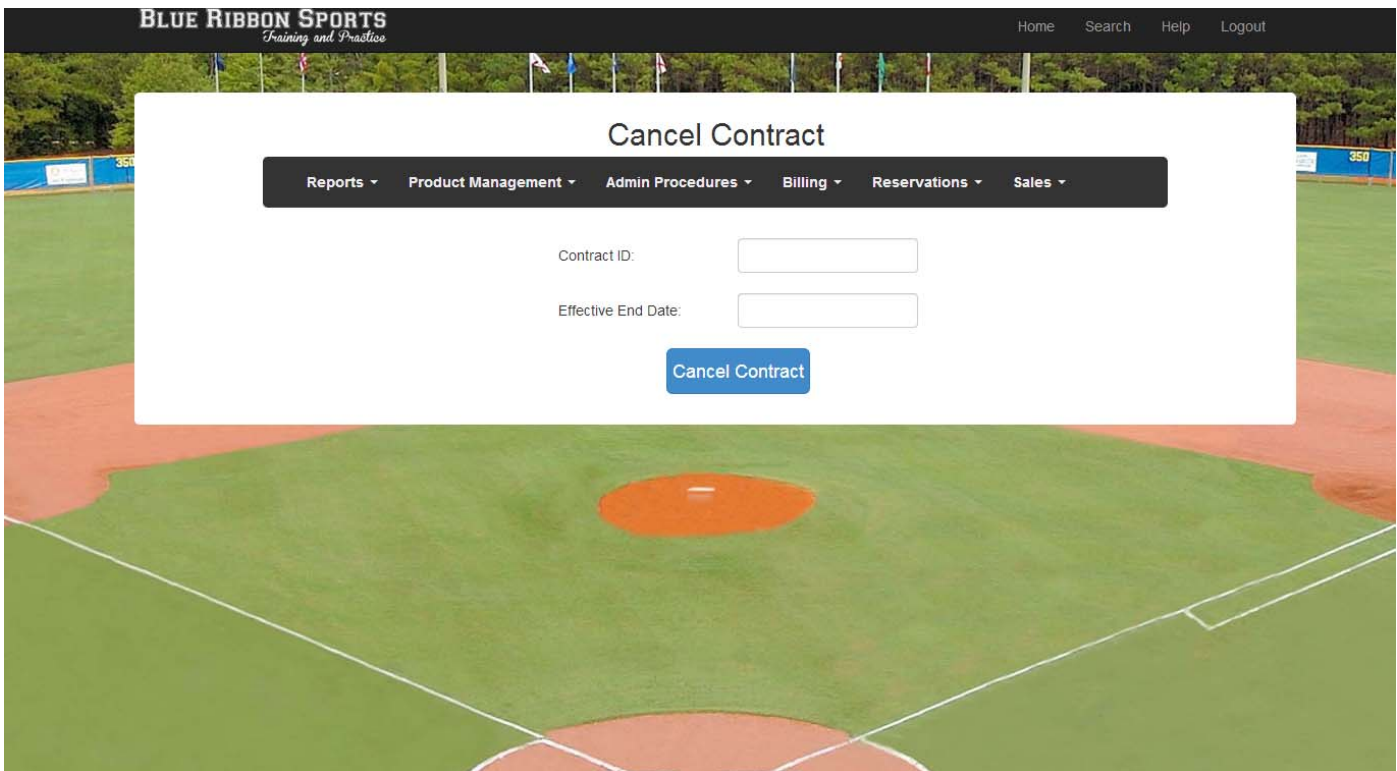


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links: Home, Search, Help, and Logout. Below this is a white modal window titled 'Add Contract'. Inside the modal, there is a dark horizontal menu with dropdowns for Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form area contains six input fields: 'Contract ID' (with the value '25'), 'Start Date', 'Type', 'End Date', 'Description', and 'Client ID' (a dropdown menu). A blue 'Add Contract' button is positioned at the bottom center of the form.

1. The next available Contract ID will be populated into the form. You must then enter the Type, Description, Start Date, End Date, and Client ID for the new contract. In Chrome, a Date field will be displayed to simplify entry. In other browsers, dates should be entered in yyyy-mm-dd format.
2. Once complete, click the “Add Contract” button to create the description.
3. If any required fields are left blank, you will be prompted to enter them before the Add Contract button will work.

Cancel Contract

The Cancel Contract screen allows for the entry of a contract cancellation date.

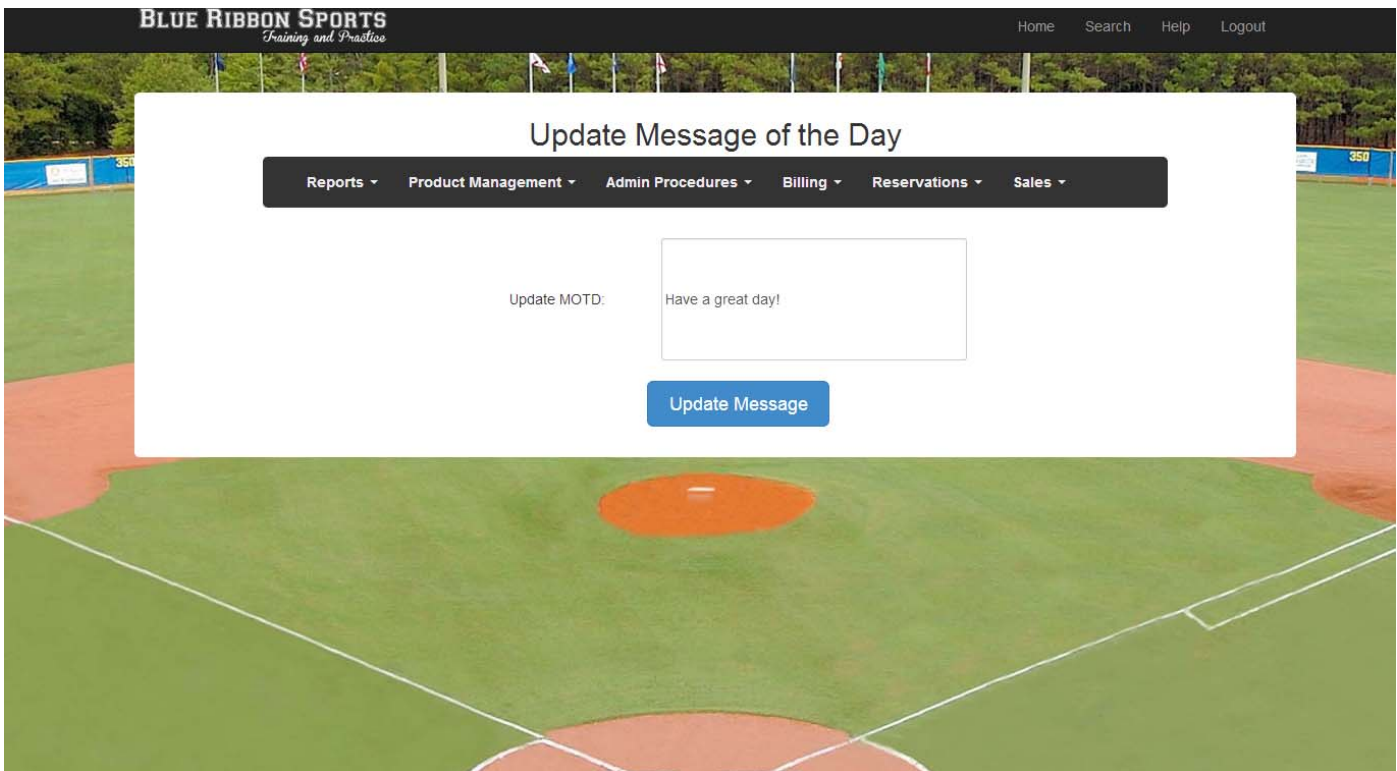


The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A white modal window titled 'Cancel Contract' is centered on the screen. Inside the modal, there is a dark navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below this bar, there are two input fields: 'Contract ID:' and 'Effective End Date:'. A blue button labeled 'Cancel Contract' is positioned below the input fields.

1. To cancel a reservation, enter the Contract ID and effective end date, then click on Cancel Contract.

Update Message of the Day

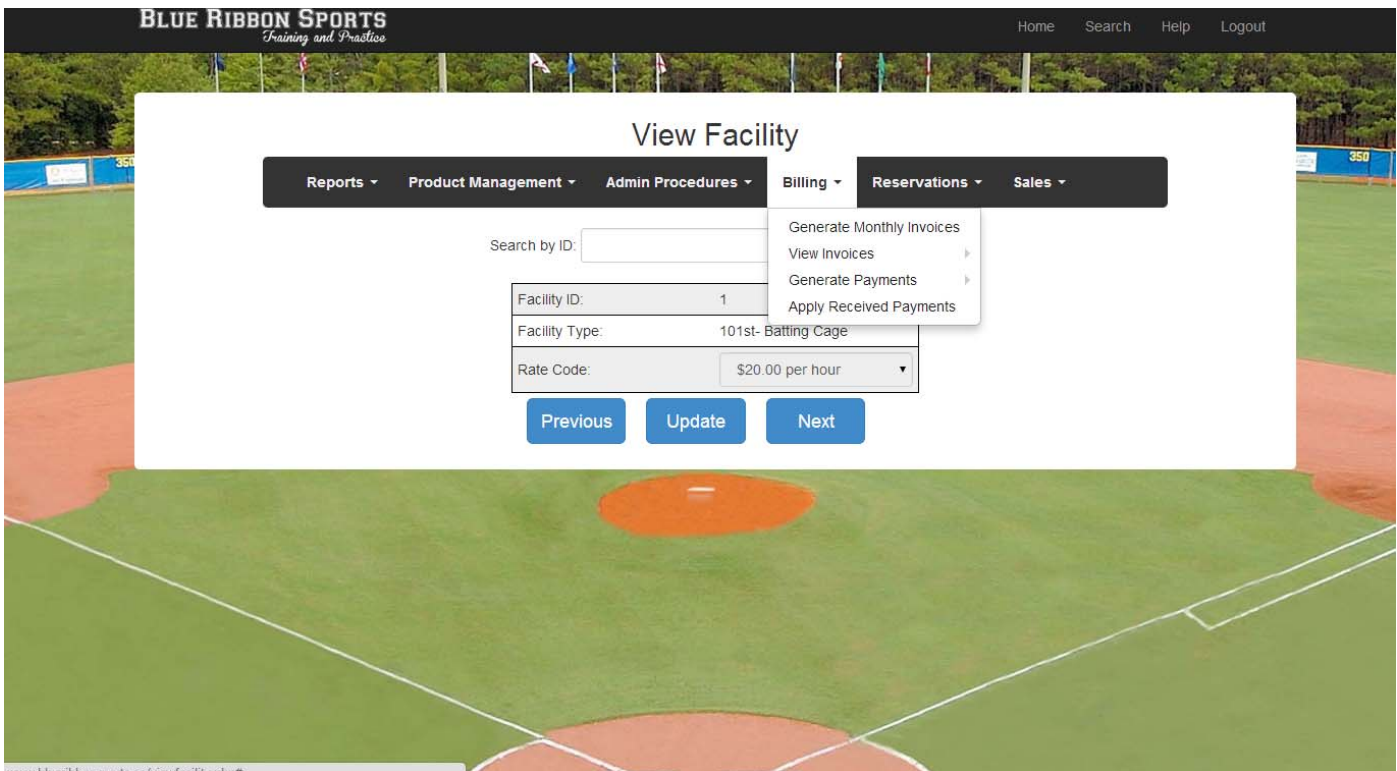
The Update Message of the Day screen is used to update the system wide notification shown to all user after login.

The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A white modal window titled 'Update Message of the Day' is centered. Inside the modal, there is a dark navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below this, the text 'Update MOTD:' is followed by a text input field containing 'Have a great day!'. At the bottom of the modal is a blue button labeled 'Update Message'.

1. The existing Message of the Day will be loaded into the form.
2. Change the message to the new desired message and then click “Update Message.”
3. If any required fields are left blank, you will be prompted to enter them before the “Update Message” button will work.

Navigation – Billing

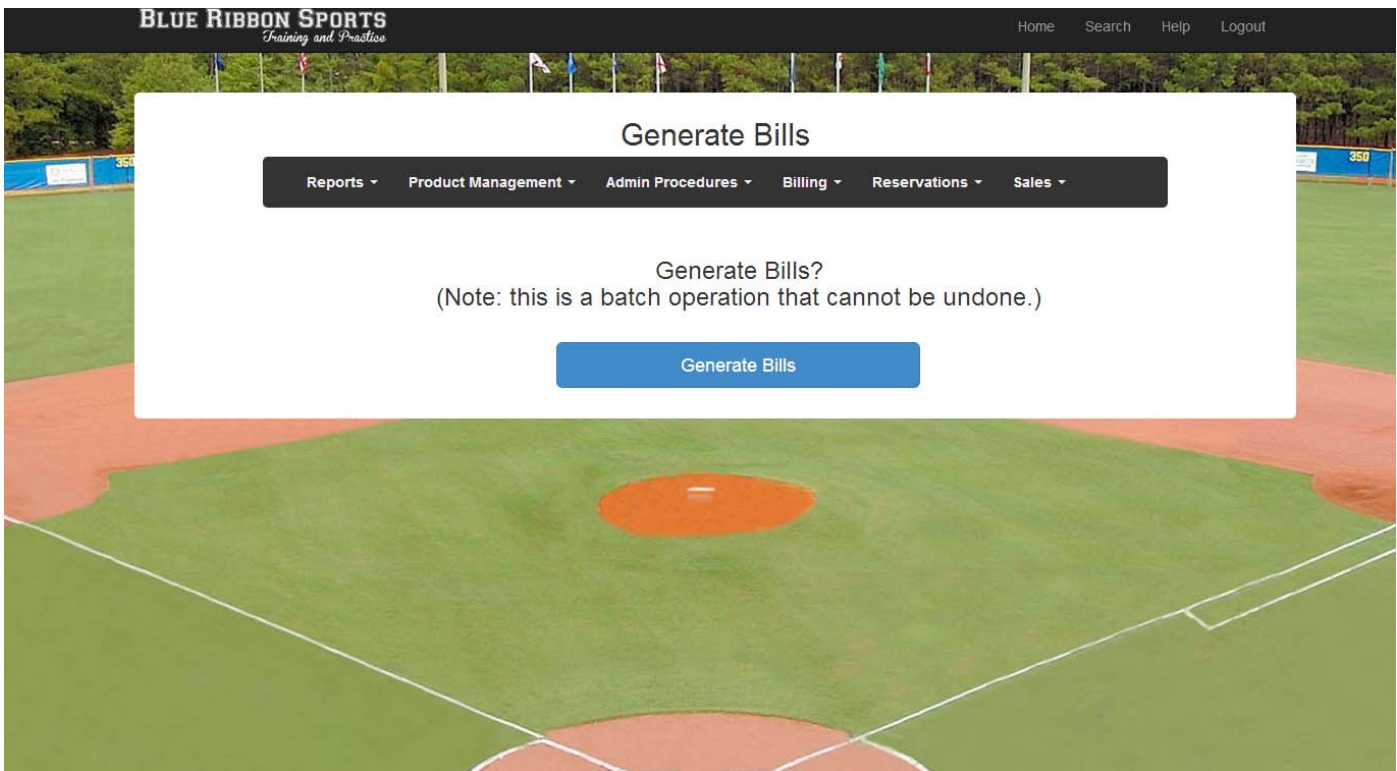
The Billing section of the navigation bar provides access to the billing information contained within the system, such as invoices and payments, separated into two links and two categories.



1. To access the Billing dropdown, click on Billing on the Navigation bar.
2. If a small gray triangle is listed to the right of the item in the dropdown, it contains further menu options. Hover over the category to see more options.
3. Click on the desired page to navigate to it.

Generate Bills

The Generate Monthly Invoice screen is allows for the creation of bills for Facility Rentals and Instructor fees.



1. To perform the bill generation process, click on the Generate Bills button. Note that this is a batch operation that cannot be undone.

Update Invoice

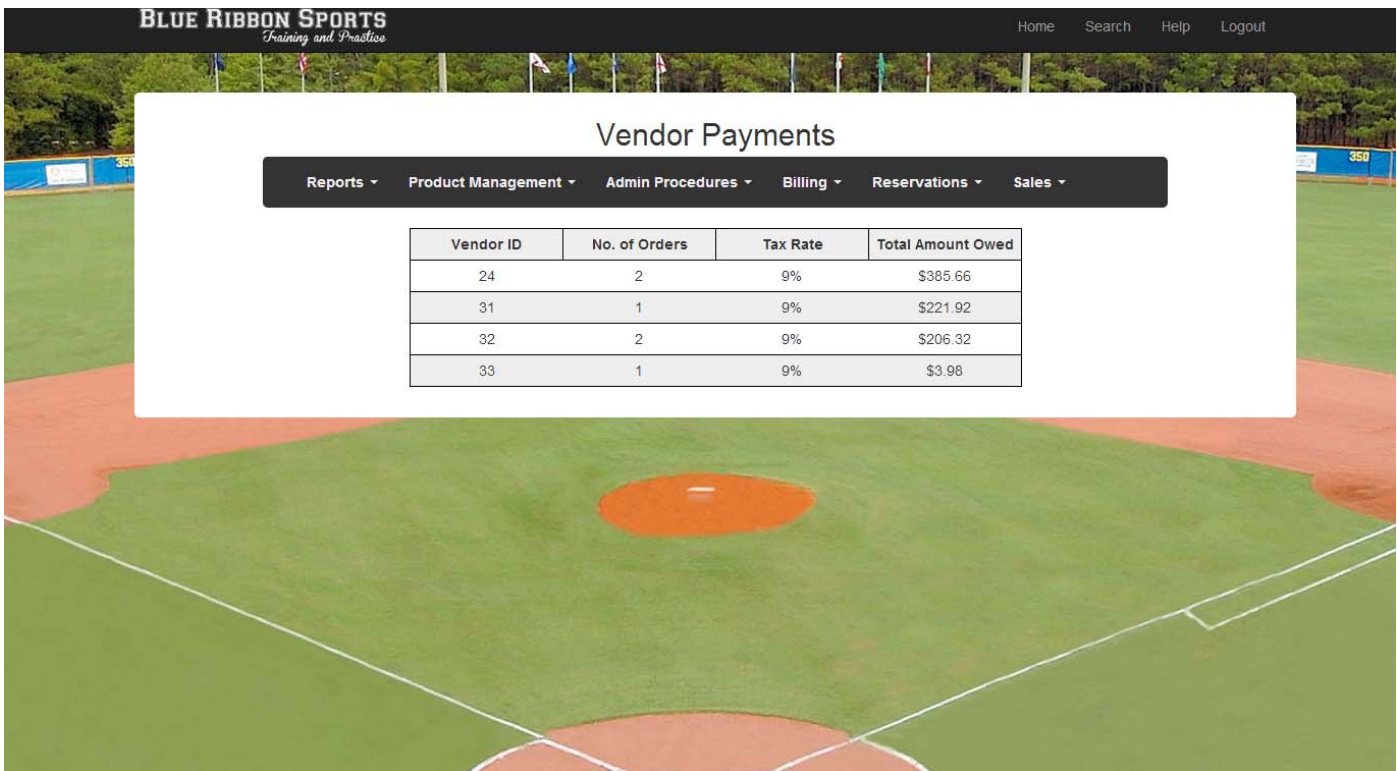
The Update Invoice screen displays the details for an individual invoice. The Bill ID, Bill Date, Due Date, Facility Rate, Facility Total, Instructor Rate, Instructor Total and Bill Total will be displayed for the selected invoice in an editable format. (If there is not an Instructor affiliated the reservation those fields will be greyed out.)

The screenshot shows the 'Update Invoice' interface. At the top, there's a navigation bar with 'BLUE RIBBON SPORTS' and 'Training and Practice'. Below it, a dark bar contains menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The main form has a 'Search by ID' field and a 'Search' button. Below the search bar, there are two columns of fields. The left column contains 'Bill ID', 'Bill Date' (with a date format 'mm/dd/yyyy'), 'Due Date' (with a date format 'mm/dd/yyyy'), and 'Bill Total'. The right column contains 'Facility Rate' (a dropdown menu), 'Facility Total', 'Instructor Rate' (a dropdown menu, which is greyed out), and 'Instructor Total' (a text field, which is also greyed out). At the bottom center is a blue button labeled 'Update Invoice'.

1. To update an existing invoice, enter the Bill ID in the “Search by ID” field and click “Search.”
2. The Bill’s current information will be loaded into the form.
3. Perform any required updates and then click Update Invoice.
4. If any required fields are left blank, you will be prompted to enter them before the “Update Invoice” button will work.

Vendor Payments

The Pay Vendor screen displays the Vendor ID, Number of Orders, Tax Rate and Total Amount Owed. This report will be forwarded to accounting to process payment.



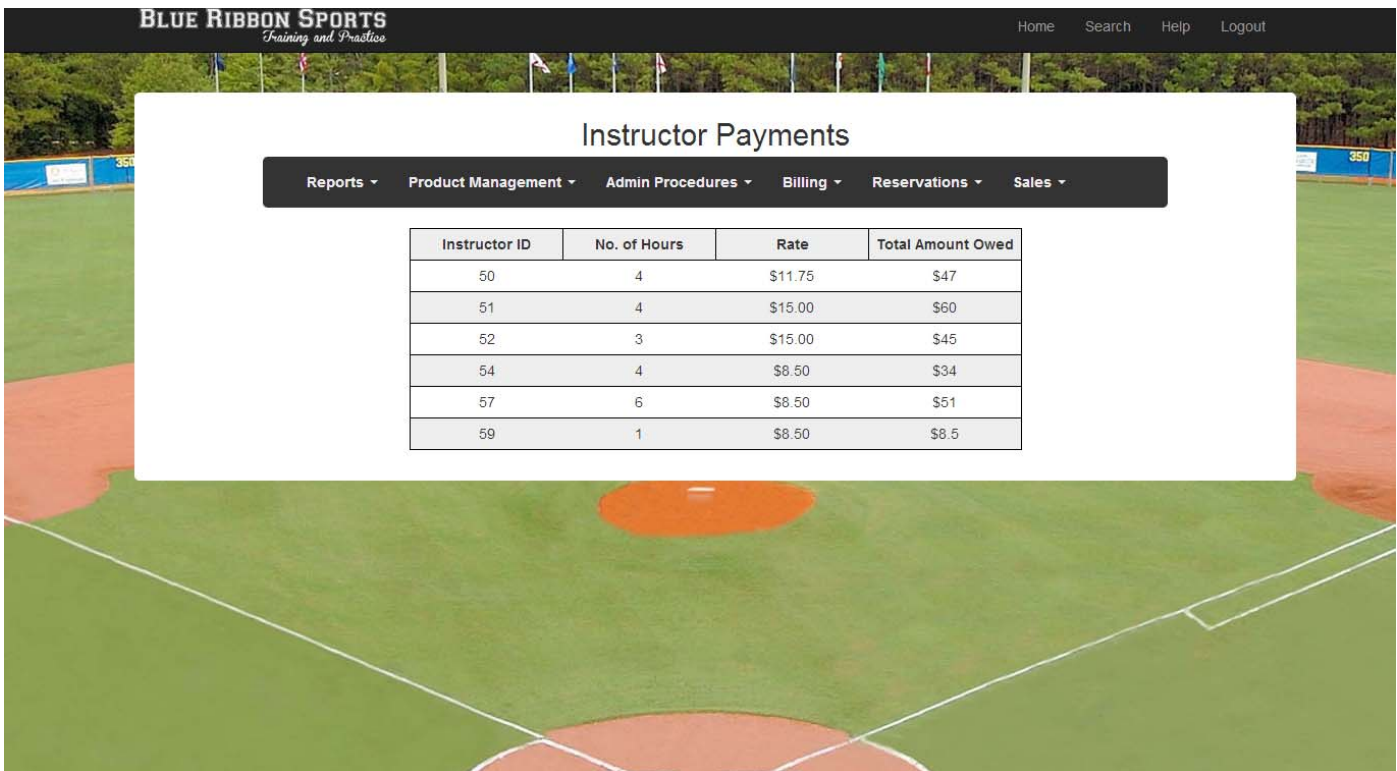
The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A white modal window titled 'Vendor Payments' is centered on the screen. Inside the modal, there is a dark navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below this is a table with four columns: Vendor ID, No. of Orders, Tax Rate, and Total Amount Owed. The table contains four rows of data.

Vendor ID	No. of Orders	Tax Rate	Total Amount Owed
24	2	9%	\$385.66
31	1	9%	\$221.92
32	2	9%	\$206.32
33	1	9%	\$3.98

1. After selecting the Generate Vendor Payments script, the information will be displayed in table format on the screen.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Instructor Payments

The Pay Instructors screen displays the Instructor ID, Number of Hours, Pay Rate and Total Amount Owed. This report will be forwarded to accounting to process payment.



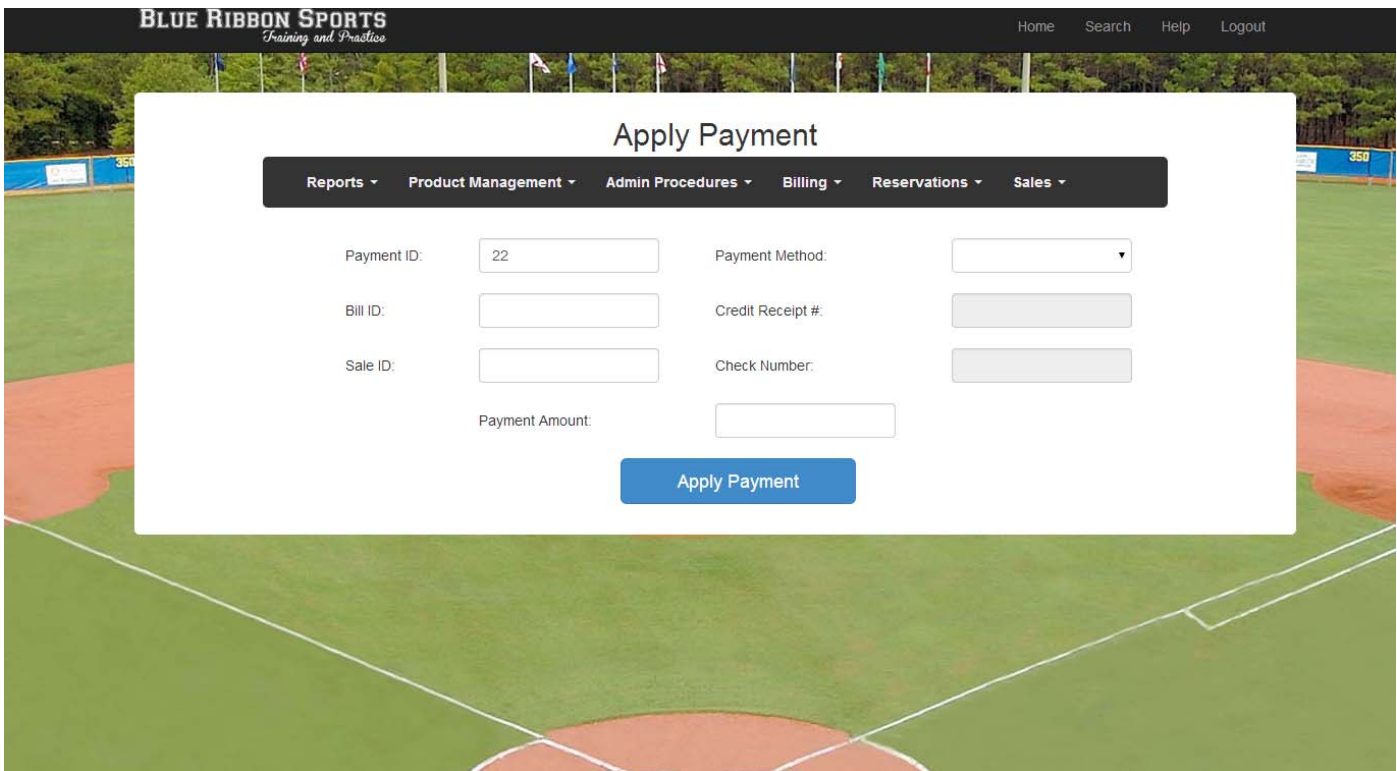
The screenshot shows a web application for 'BLUE RIBBON SPORTS' with a navigation bar containing 'Home', 'Search', 'Help', and 'Logout'. A central white box titled 'Instructor Payments' displays a table with instructor payment data. Above the table is a dark navigation bar with menu items: 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The table has four columns: 'Instructor ID', 'No. of Hours', 'Rate', and 'Total Amount Owed'. The data rows are as follows:

Instructor ID	No. of Hours	Rate	Total Amount Owed
50	4	\$11.75	\$47
51	4	\$15.00	\$60
52	3	\$15.00	\$45
54	4	\$8.50	\$34
57	6	\$8.50	\$51
59	1	\$8.50	\$8.5

1. After selecting the Generate Instructor Payments script, the information will be displayed in table format on the screen.
2. If the report needs to be printed, the browser's print function can be used to print to any attached printer.

Apply Payment

The Apply Payments screen allows for entry of payment received for an Invoice, Special Order or In-Stock Sale into the system.

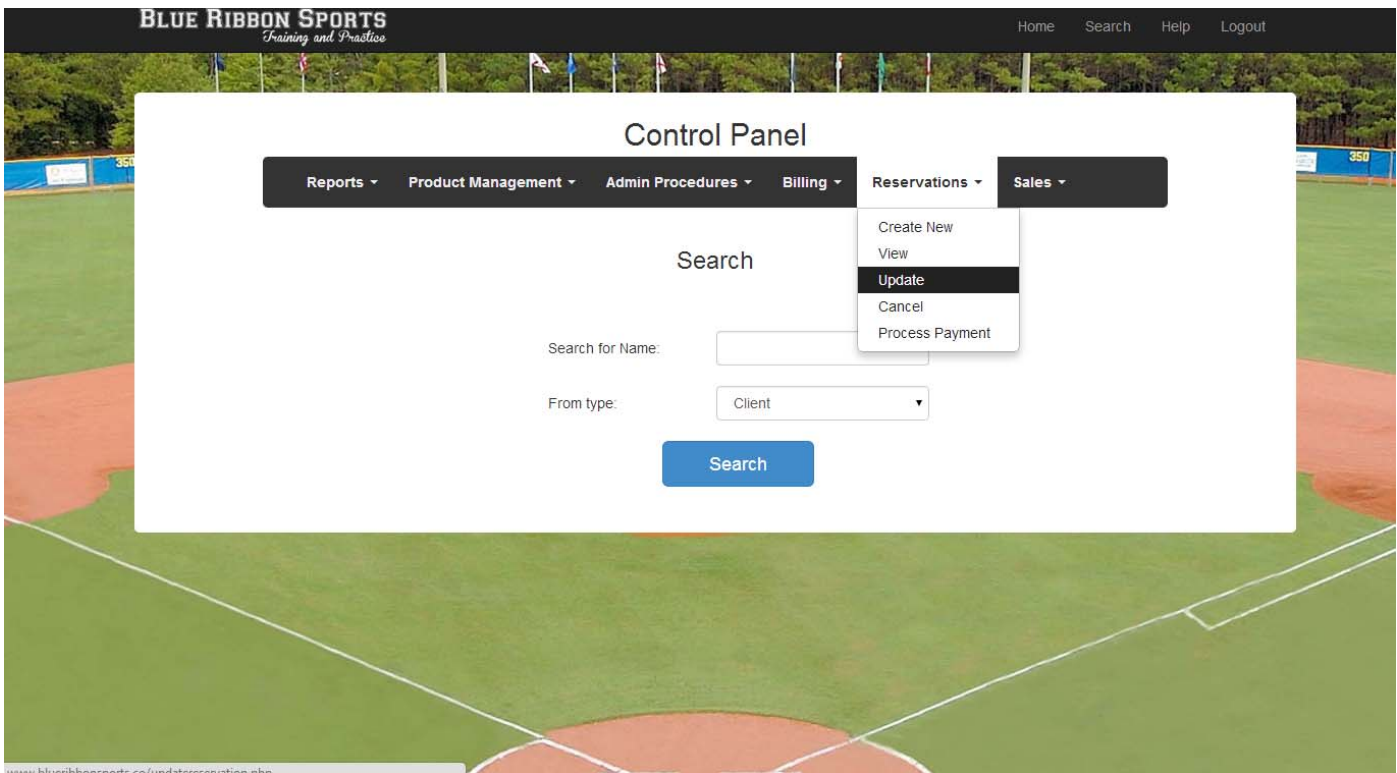


The screenshot shows the 'Apply Payment' interface. At the top, a dark navigation bar contains the 'BLUE RIBBON SPORTS' logo and the tagline 'Training and Practice'. To the right are links for 'Home', 'Search', 'Help', and 'Logout'. Below the navigation bar is a white form titled 'Apply Payment'. The form includes a dark horizontal menu with tabs: 'Reports', 'Product Management', 'Admin Procedures', 'Billing', 'Reservations', and 'Sales'. The main form area contains several input fields: 'Payment ID' (with the value '22'), 'Payment Method' (a dropdown menu), 'Bill ID', 'Credit Receipt #' (disabled), 'Sale ID', 'Check Number' (disabled), and 'Payment Amount'. A blue 'Apply Payment' button is positioned at the bottom center of the form. The background of the page is a blurred image of a baseball field.

1. The next available Payment ID will be populated into the form. You must then enter either the Bill ID or Sale ID, Payment Method, Payment Amount, and if the method is Check or Credit Card Number, the Check Number or Receipt Number.
2. Once the payment information has been entered, click Apply Payment.
3. If any required fields are left blank, you will be prompted to enter them before the Apply Payment button will work.

Navigation – Reservations

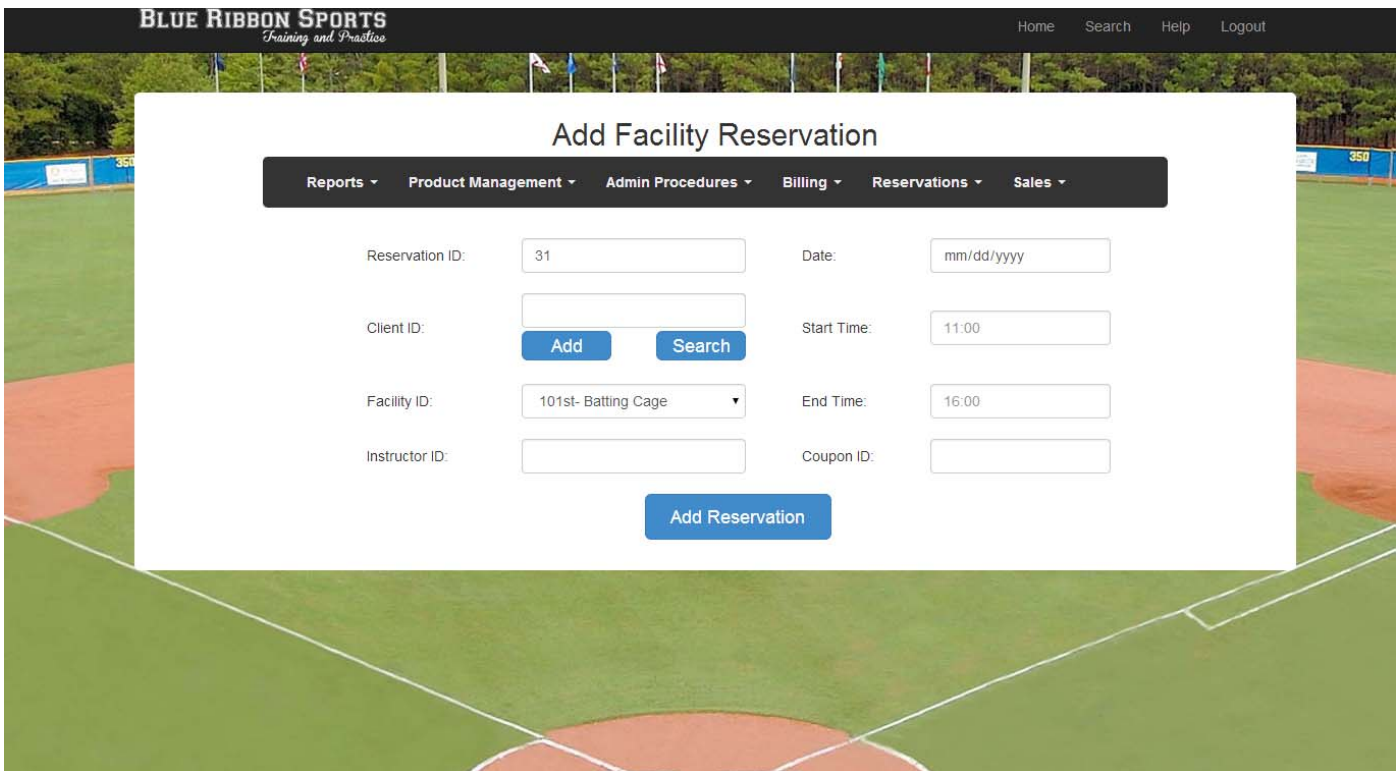
The Reservations section of the navigation bar provides access to the reservation functions contained within the system, such as creating and deleting reservations, broken down into five links.



1. To access the Reservations dropdown, click on Reservations on the Navigation bar.
2. If a small gray triangle is listed to the right of the item in the dropdown, it contains further menu options. Hover over the category to see more options.
3. Click on the desired page to navigate to it.

Add Reservation

The Add Reservation screen allows for the entry of a new reservation into the system.



The screenshot shows the 'Add Facility Reservation' form within the Blue Ribbon Sports system. The form is overlaid on a background image of a baseball field. At the top, there is a navigation bar with the following links: Home, Search, Help, and Logout. Below the navigation bar, there is a dark header with the text 'Add Facility Reservation'. Underneath this header is a menu bar with the following items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The form itself contains several input fields and buttons. The 'Reservation ID' field is populated with the value '31'. The 'Date' field is a date picker showing 'mm/dd/yyyy'. The 'Client ID' field is empty, with 'Add' and 'Search' buttons below it. The 'Facility ID' field is a dropdown menu showing '101st- Batting Cage'. The 'Start Time' field is a time picker showing '11:00'. The 'End Time' field is a time picker showing '16:00'. The 'Instructor ID' and 'Coupon ID' fields are empty. At the bottom of the form is a large blue button labeled 'Add Reservation'.

1. The next available Reservation ID will be populated into the form. You must then enter a Client ID, Facility ID, Date, Start Time, and End Time. If requested, an Instructor ID and Coupon ID can be entered to be applied to the reservation.
2. If the Client ID for the sale does not yet exist, click the “Add” button to be sent to the Add Client screen. If the user does not know their ID, click the Search button (See Page 101)
3. Once complete, click “Add Reservation” to create the Reservation.
4. If any required field is left blank, you will be prompted before you the Add Reservation button will function.

View Reservation

The View Reservation screen displays the Reservation ID, Facility ID, Reservation Date, Start Time, End Time, Client ID, Instructor ID (if applicable), Coupon ID (if applicable) and paid field for the selected reservation. From this screen you can navigate to the update reservation screen if needed.

The screenshot shows the 'View Facility Reservation' screen. At the top, there is a navigation bar with links: Home, Search, Help, Logout. Below this is a dark header with the text 'BLUE RIBBON SPORTS Training and Practice'. The main content area has a title 'View Facility Reservation' and a navigation menu with options: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. A search bar labeled 'Search by ID:' is present, followed by a 'Search' button. Below the search bar is a table displaying reservation details:

Reservation ID:	3	Date:	2014-04-15
Client ID:	5	Start Time:	02:00:00
Facility ID:	6	End Time:	04:00:00
Instructor ID:		Coupon ID:	0
Paid? No.			

Below the table are three buttons: 'Previous', 'Update', and 'Next'.

1. To search for a specific reservation, enter the Reservation ID in the Search by ID field and click Search. To browse forward and backward through reservations, click on the Next and Previous buttons.
2. If the details of a selected reservation need to be updated, click on the Update button to be sent to the Update Reservation screen (Page 147) for this reservation.

Update Reservation

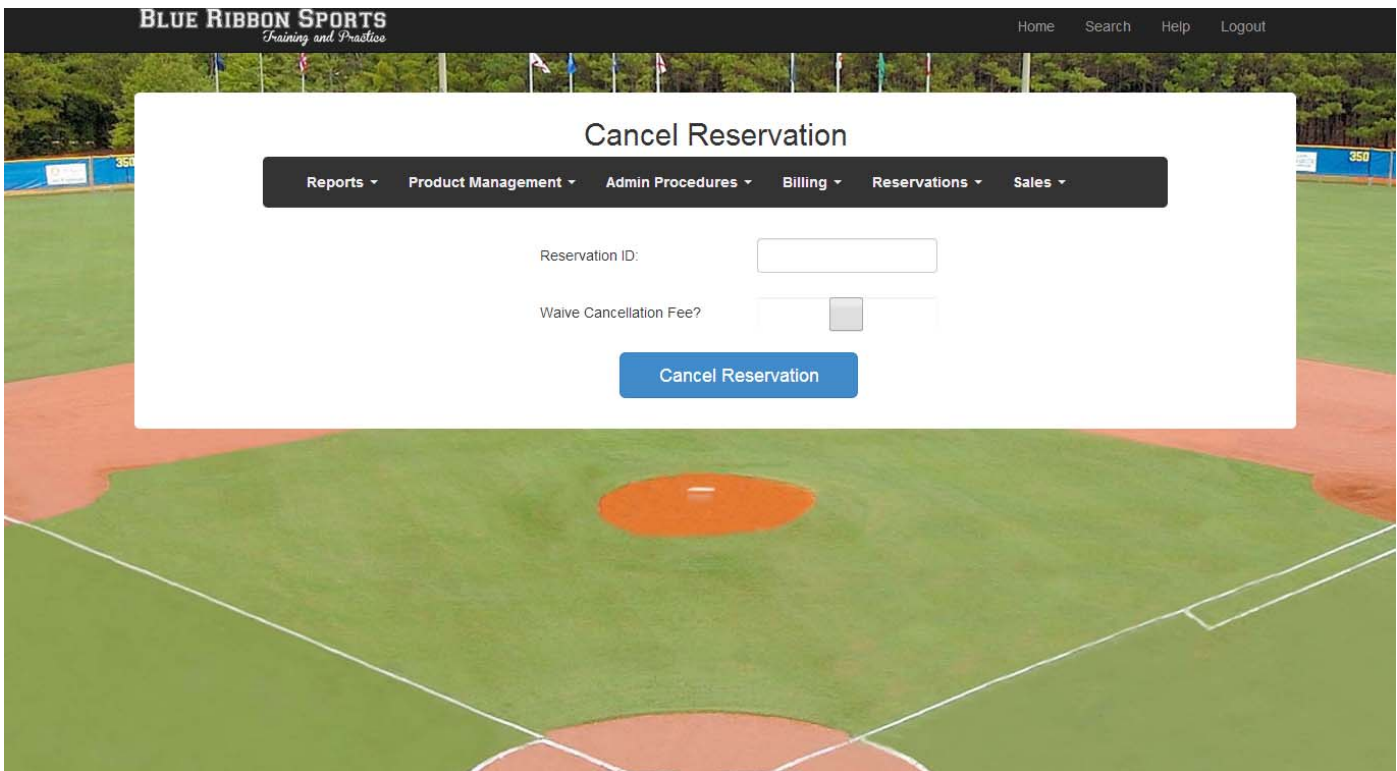
The Update Reservation screen displays the Reservation ID, Facility ID, Reservation Date, Start Time, End Time, Client ID, Instructor ID (if applicable), Coupon ID (if applicable) and paid field for the selected reservation in an editable format.

The screenshot shows a web application interface for 'BLUE RIBBON SPORTS Training and Practice'. The background is a baseball field. A dark navigation bar at the top contains links: Home, Search, Help, Logout. Below this is a white modal window titled 'Update Facility Reservation'. Inside the modal, there is a dark bar with menu items: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below the menu is a 'Search by ID:' field with a 'Search' button. The main form area contains several input fields: 'Reservation ID:', 'Date:' (with a date picker showing 'mm/dd/yyyy'), 'Client ID:', 'Start Time:', 'Facility ID:' (a dropdown menu showing '101st- Batting Cage'), 'End Time:', 'Instructor ID:', and 'Coupon ID:'. At the bottom of the form is a blue 'Update Reservation' button.

1. To update an existing reservation, enter the Reservation ID in the “Search by ID” field and click “Search.”
2. The Reservation’s current information will be loaded into the form.
3. Perform any required updates and then click Update Reservation.
4. If any required fields are left blank, you will be prompted to enter them before the “Update Reservation” button will work.

Cancel Reservation

The Cancel Reservation screen allows for deleting (canceling) an existing reservation



The screenshot shows a web application interface for 'BLUE RIBBON SPORTS' with the tagline 'Training and Practice'. The background is a baseball field. A white modal window titled 'Cancel Reservation' is centered on the screen. Inside the modal, there is a dark navigation bar with links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. Below this, there is a 'Reservation ID:' label next to a text input field. Underneath that is a 'Waive Cancellation Fee?' label next to a checkbox. At the bottom of the modal is a blue button labeled 'Cancel Reservation'.

1. To cancel a reservation, enter the Reservation ID into the Reservation ID field.
2. If the system should ignore generating of cancellation fees, check the Waive Cancellation Fee box.
3. Once completed, click the Cancel Reservation button.
4. If the Reservation ID is not entered, you will be prompted to enter a value before the Cancel Reservation button will work.

Apply Payment

The Apply Payments screen allows for entry of payment received for an Invoice, Special Order or In-Stock Sale into the system.

BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Apply Payment

Reports Product Management Admin Procedures Billing Reservations Sales

Payment ID: Payment Method:

Bill ID: Credit Receipt #:

Sale ID: Check Number:

Payment Amount:

Apply Payment

1. The next available Payment ID will be populated into the form. You must then enter either the Bill ID or Sale ID, Payment Method, Payment Amount, and if the method is Check or Credit Card Number, the Check Number or Receipt Number.
2. Once the payment information has been entered, click Apply Payment.
3. If any required fields are left blank, you will be prompted to enter them before the Apply Payment button will work.

Navigation – Sales

The Sales section of the navigation bar provides access to the sales functions contained within the system, such as creating sales and processing payments, broken down into one link and two categories.

BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Add Sale

Reports Product Management Admin Procedures Billing Reservations **Sales**

Order ID: 43 Product ID

Client ID: Add Search

View Inventory
In-Stock Sales
Special Order
Create New
View Existing
Process Payment

Add Another...

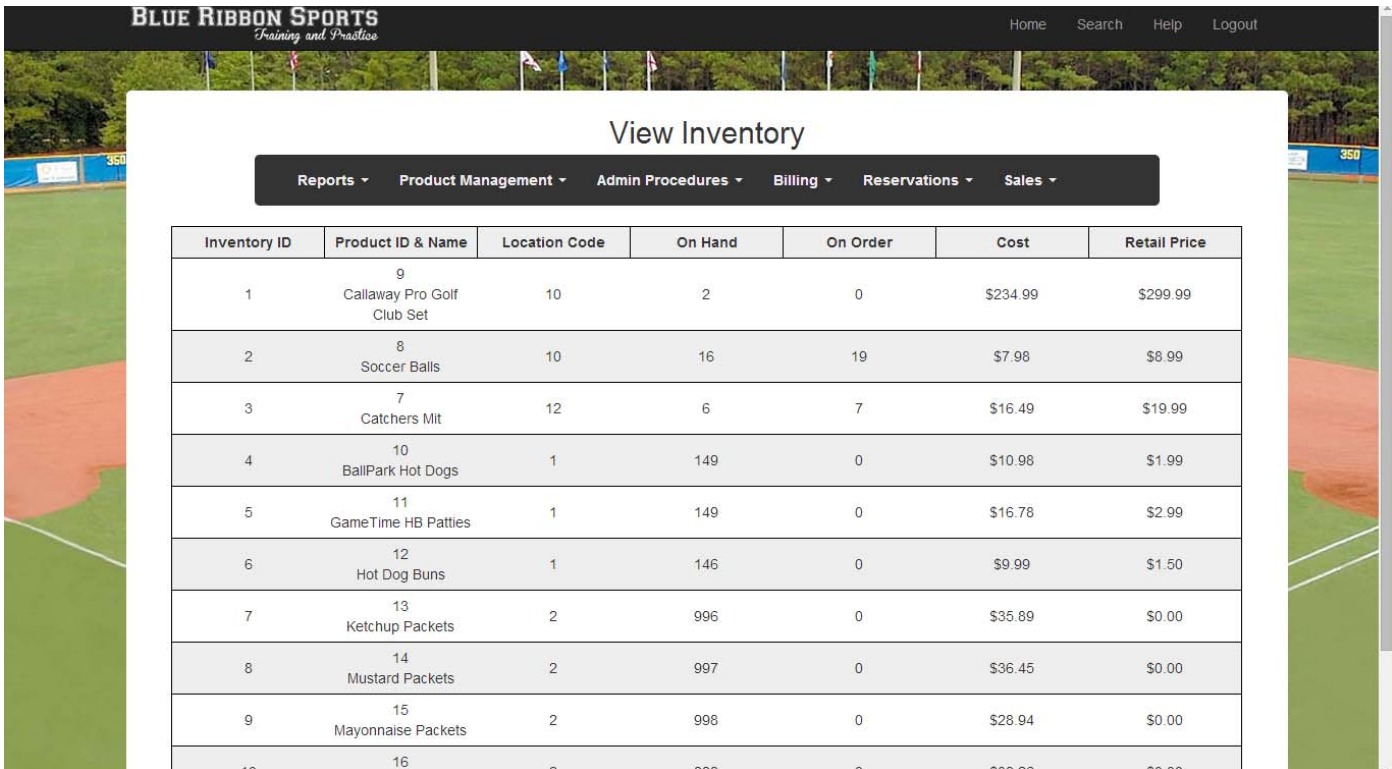
Create Sale

www.blueribbonnsports.co/viewSale.php

1. To access the Sales dropdown, click on Sales on the Navigation bar.
2. If a small gray triangle is listed to the right of the item in the dropdown, it contains further menu options. Hover over the category to see more options.
3. Click on the desired page to navigate to it.

View Inventory

The View Inventory screen list the Inventory ID, Product ID & Name, Location Code, Quantity on Hand, Quantity on Order, Cost and Retail Price for all items.



BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

View Inventory

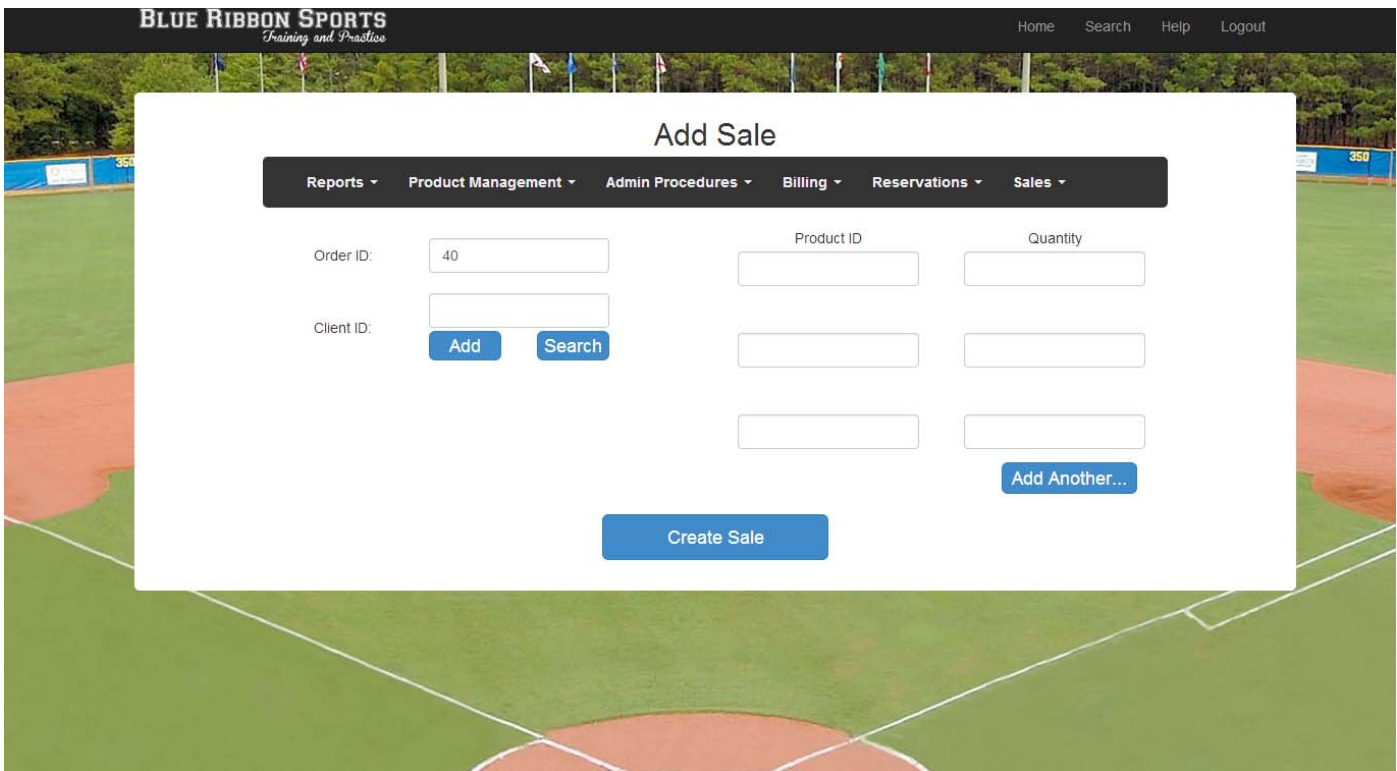
Reports Product Management Admin Procedures Billing Reservations Sales

Inventory ID	Product ID & Name	Location Code	On Hand	On Order	Cost	Retail Price
1	9 Callaway Pro Golf Club Set	10	2	0	\$234.99	\$299.99
2	8 Soccer Balls	10	16	19	\$7.98	\$8.99
3	7 Catchers Mit	12	6	7	\$16.49	\$19.99
4	10 BallPark Hot Dogs	1	149	0	\$10.98	\$1.99
5	11 GameTime HB Patties	1	149	0	\$16.78	\$2.99
6	12 Hot Dog Buns	1	146	0	\$9.99	\$1.50
7	13 Ketchup Packets	2	996	0	\$35.89	\$0.00
8	14 Mustard Packets	2	997	0	\$36.45	\$0.00
9	15 Mayonnaise Packets	2	998	0	\$28.94	\$0.00
10	16	2	000	0	\$30.26	\$0.00

1. The information will be displayed in table format on the screen 10 inventory items at a time.
2. To navigate through the inventory 10 items at a time, use the Next and Previous buttons.
3. If the inventory needs to be printed, the browser's print function can be used to print to any attached printer.

Add New Sale

The Add New Sale screen allows for the entry of a new merchandise sale.



The screenshot shows the 'Add Sale' form within the Blue Ribbon Sports application. The background is a baseball field. The form is a white modal with a dark header bar containing navigation links: Reports, Product Management, Admin Procedures, Billing, Reservations, and Sales. The form fields are organized as follows: Order ID (with '40' entered), Client ID (with 'Add' and 'Search' buttons), Product ID (with three empty input fields), and Quantity (with three empty input fields). A 'Create Sale' button is at the bottom center, and an 'Add Another...' button is at the bottom right.

1. The next available Order ID will be populated into the form. You must then enter a Client ID and at least one Product ID and Quantity to be sold. The Product Name will be displayed below the Product ID once entered.
2. If the Client ID for the sale does not yet exist, click the “Add” button to be sent to the Add Client screen. If the user does not know their ID, click the Search button (See Page 153)
3. To add more than 3 items to a sale, click the “Add Another” button to add more text fields for Product ID and Quantity entry.
4. Once complete, click “Create Sale” to create the sale.
5. If any required field is left blank, you will be prompted before you the Create Sale button will function.

Add New Sale Client Search

The Add New Sale Client Search allows for searching for an existing Client ID when creating a new sale.

The screenshot shows the 'Add Sale' form in the Blue Ribbon Sports application. The form is overlaid on a baseball field background. It includes fields for Order ID (36), Client ID, and Quantity. A search modal is open, showing a search field with 'ja' and a list of clients: Jack Ryan, Jack Smith, and Joe Jackson, each with a 'Select' button. The modal also has a 'Search' button. The background form has 'Add' and 'Search' buttons for the Client ID field, and an 'Add Another...' button for the Quantity field. A 'Create Sale' button is at the bottom.

1. After clicking the Search button, a search field and button will appear.
2. Type in the name of the desired client and click Search.
3. A list of matching clients will be displayed. To enter the matching ID for the desired client, click the Select button next to that client's name.

View Sale

The View Sale screen displays the Sale ID, Sale Date, Client ID, Sale Date, Received Date, Total Price, Product ID and Quantity for the selected sale.

The screenshot shows the 'View Sale' interface for 'BLUE RIBBON SPORTS'. The background is a baseball field. The interface includes a top navigation bar with links: Home, Search, Help, Logout. Below this is a dark menu bar with options: Reports, Product Management, Admin Procedures, Billing, Reservations, Sales. The main content area is titled 'View Sale' and contains a search bar labeled 'Search by ID:' with a 'Search' button. Below the search bar is a table displaying sale details:

Sale ID:	1	Sale Date:	2014-04-29
Client ID:	3	Received Date:	2014-04-29
Total Price:		\$4.97	
Products Sold			
Product ID:	11	Quantity:	1
Product ID:	12	Quantity:	2

At the bottom of the table are two buttons: 'Previous' and 'Next'.

1. To search for a specific sale, enter the Sale ID in the Search by ID field and click Search. To browse forward and backward through sales, click on the Next and Previous buttons.
2. For Special Orders, if the sale does not have a Sale Fulfilled date, the Mark Fulfilled button will be displayed.
3. If the sale has been fulfilled, click on Mark Fulfilled to enter the Sale Fulfilled date for this order.

Apply Payment

The Apply Payments screen allows for entry of payment received for an Invoice, Special Order or In-Stock Sale into the system.

BLUE RIBBON SPORTS
Training and Practice

Home Search Help Logout

Apply Payment

Reports Product Management Admin Procedures Billing Reservations Sales

Payment ID: 22 Payment Method:

Bill ID: Credit Receipt #:

Sale ID: Check Number:

Payment Amount:

Apply Payment

1. The next available Payment ID will be populated into the form. You must then enter either the Bill ID or Sale ID, Payment Method, Payment Amount, and if the method is Check or Credit Card Number, the Check Number or Receipt Number.
2. Once the payment information has been entered, click Apply Payment.
3. If any required fields are left blank, you will be prompted to enter them before the Apply Payment button will work.

BLUE RIBBON SPORTS
Training and Practice
System User Manual

Troubleshooting and Errors

Required Fields

All pages have fields that are required before they can be submitted. If you attempt to submit any form without one of the required fields, a message will be displayed that says “Please fill out this field.” The Add or Update button for the page will not allow the form to be submitted until a value is entered.

The screenshot shows the 'Add Facility Reservation' form. The form has a dark header with 'BLUE RIBBON SPORTS' and 'Training and Practice'. Below the header is a navigation bar with 'Home', 'Search', 'Help', and 'Logout'. The form itself is white and contains the following fields:

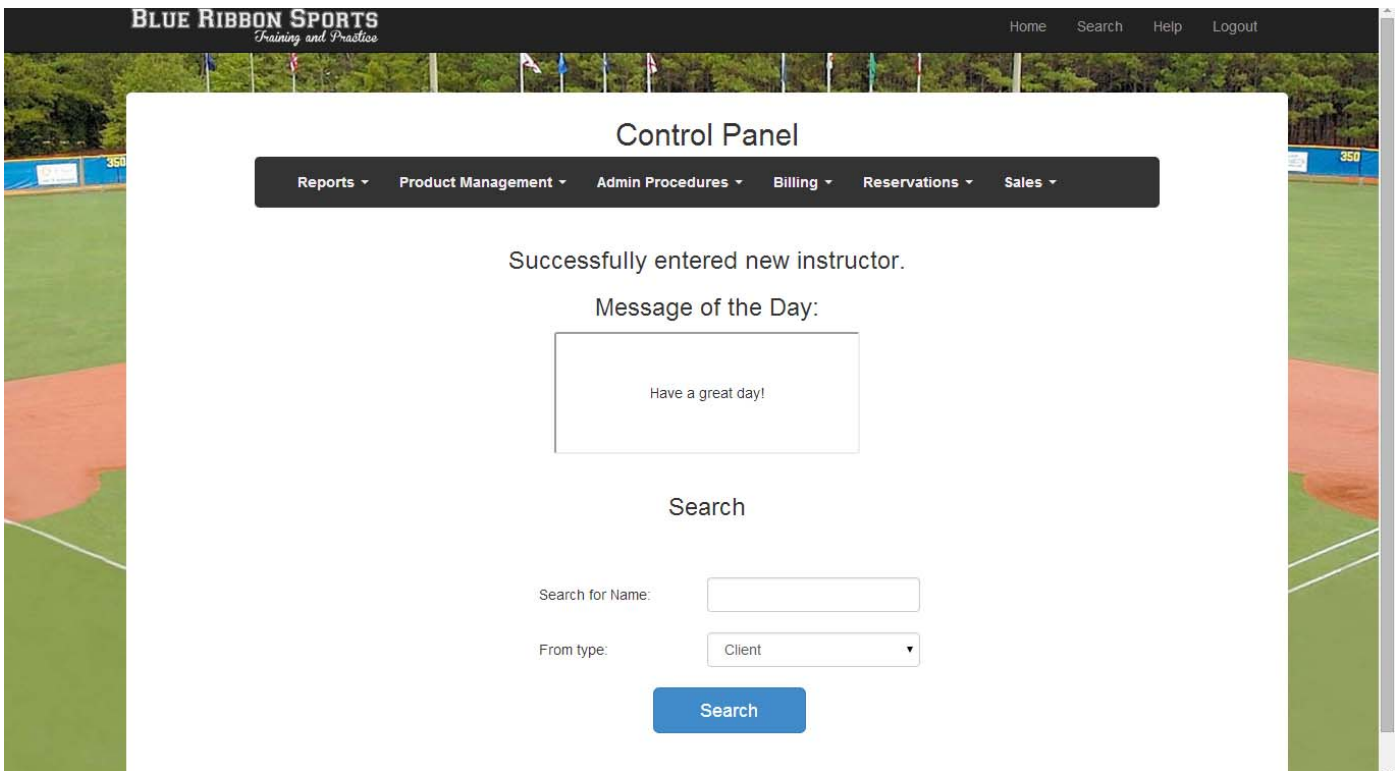
- Reservation ID: 30
- Date: 05/14/2014
- Client ID: 10
- Start Time: 11:00 (highlighted with a red border and a tooltip that says 'Please fill out this field.')
- Facility ID: 101st- Batting Cage
- End Time: 1300
- Instructor ID: 3
- Coupon ID: (empty)

Buttons include 'Add' and 'Search' for Client ID, and 'Add Reservation' at the bottom.

1. If you click on the Add, Update, or Cancel button on any screen and are not taken to the Control Panel, review the form and look for any highlighted fields that says “Please fill out this field.”
2. If all required fields are filled out, and/or the button does nothing but no dialog box is displayed, reload the page.
3. If you are still unable to submit, log out and restart your browser.
4. If the form still will not submit with proper values, contact Prime System Solutions.

Creation Success

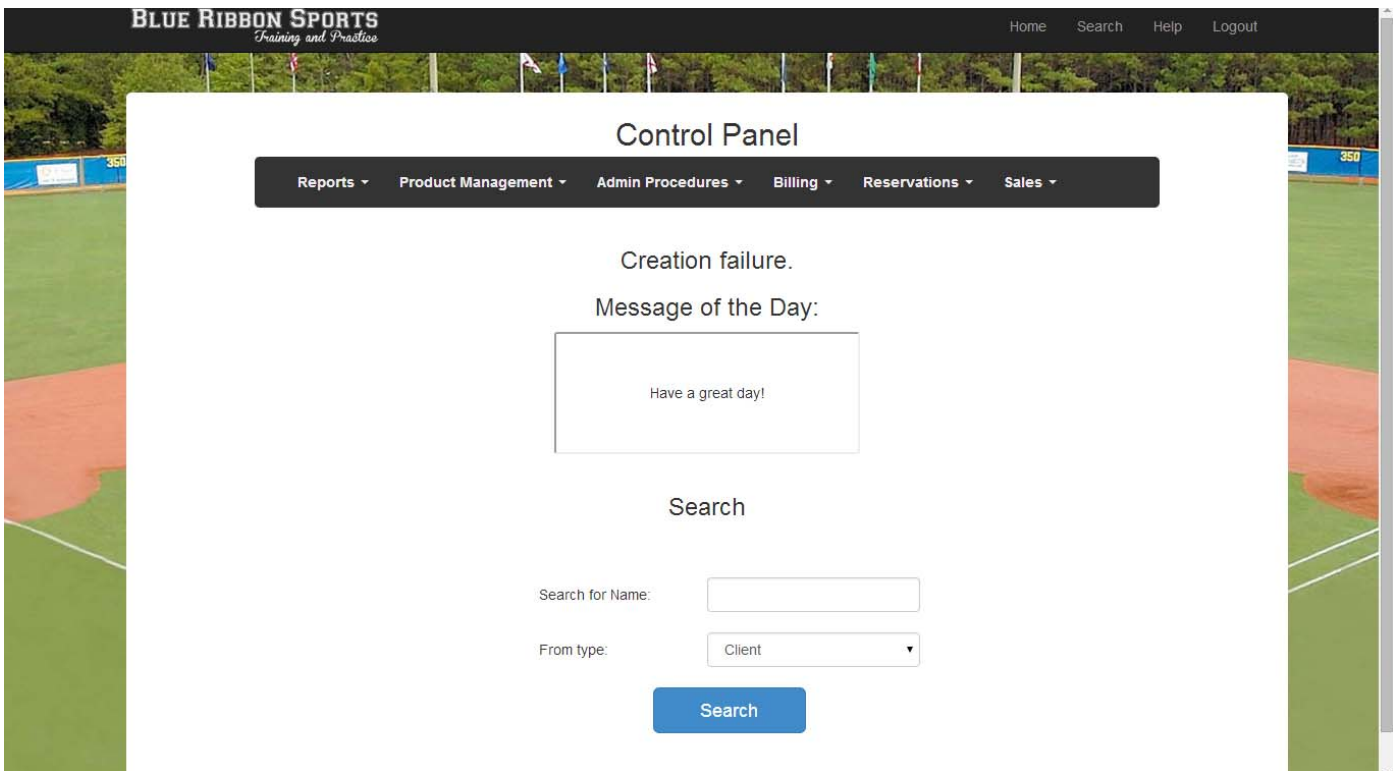
Any time a new record is created, whether it is a contract, client, or instructor, the user will be returned to the Control Panel page. A message should be displayed that shows that the record has been successfully created.



1. No steps should be necessary. This is an affirmative screen that confirms record creation.

Creation Failure

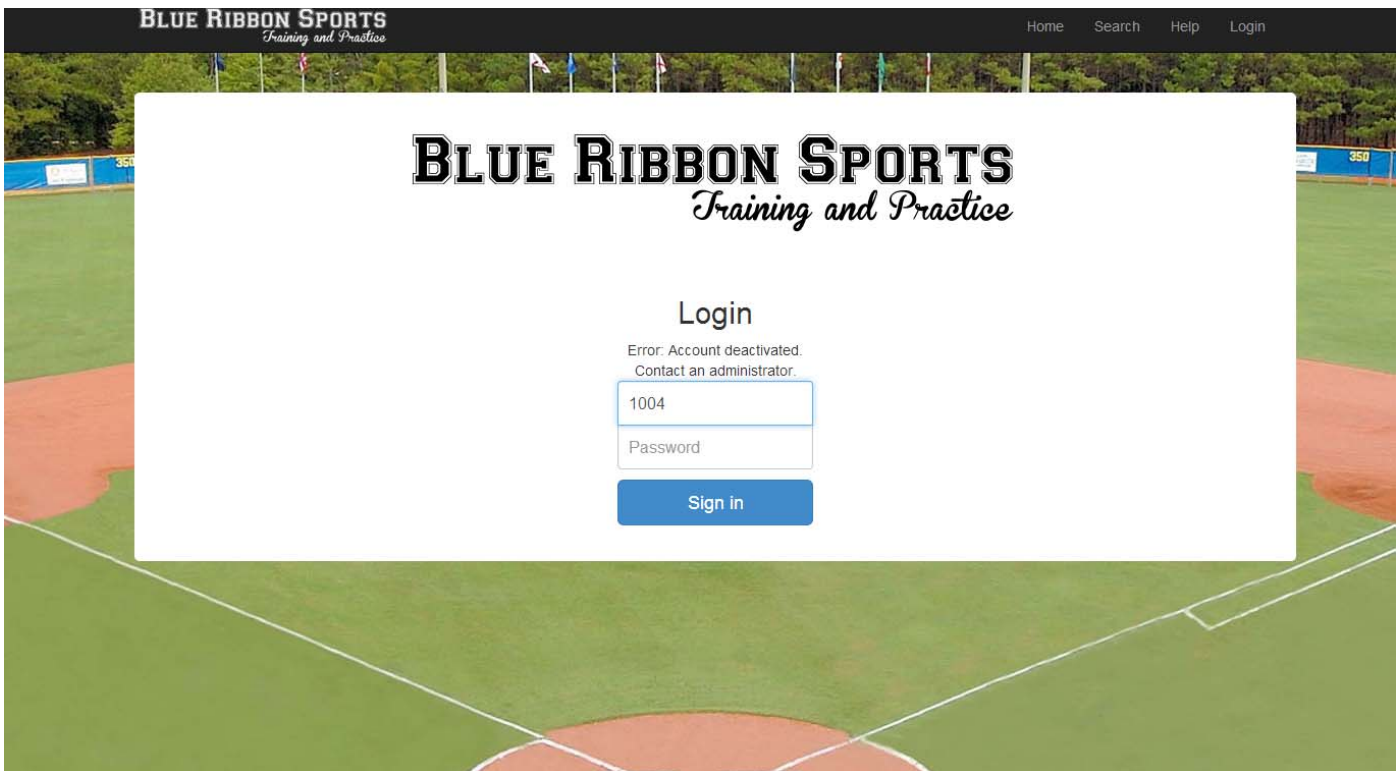
If a user is attempting to create a record and an error occurs during the database entry process, the user will be returned to the control panel with a Create or Update Failure message.



1. If creating a record, return to the page you were attempting to create a record for and try again. Confirm that all data has been entered correctly and that you have not altered the provided new item ID.
2. If Updating a record, make sure that you have not altered the ID or a key field to a value that does not match or is unavailable, for example a Client ID that is changed to 13 but a Client with ID 13 already exists, or a Client whose Emergency Contact was set to 4, but no Emergency Contact with an ID of 4 exists.
3. Log out, restart the browser, and attempt the operation again.
4. If possible, have someone else attempt the operation on their workstation.
5. If the problem persists, contact Prime System Solutions.

Login Timeout/Terminated

The Login screen will return error messages regarding a user's login status. If a user logs in and does not perform any actions on the site for thirty minutes, they will be logged out and receive a message that their session has timed out. If an employee has been set to status "Terminated" by a manager, they will receive a message that their account has been deactivated. A manager must change their account information to fix this problem.



1. Try typing your Employee ID and Password again.
2. If you still receive a message that your ID and/or password are incorrect, restart your browser and try to access the system again.
3. If you are still unable to log in, contact a Manager to have your password changed.
4. If you receive the Account Deactivated message, you must contact a Manager to have them set your account back to a non-terminated status.
5. If a user has had their password changed, or status set to something other than terminated, and is still receiving an error, contact Prime System Solutions.