

Groups

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## Groups

Groups provide another way of linking members and guests together for special reporting purposes. \*Classes should be used for check-in purposes in martial arts. Groups may be used for additional reporting needs.

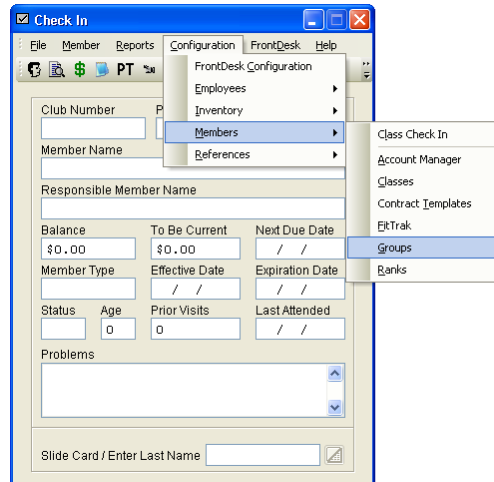


Figure 19-1.

Open the AAC Check-In Application or Point of Sale Application to access the Group Manager. From either application, click on the **“Configuration”** Drop-Down Menu, choose **“Members”**, and then click **“Groups”**. View, print, and edit group information.

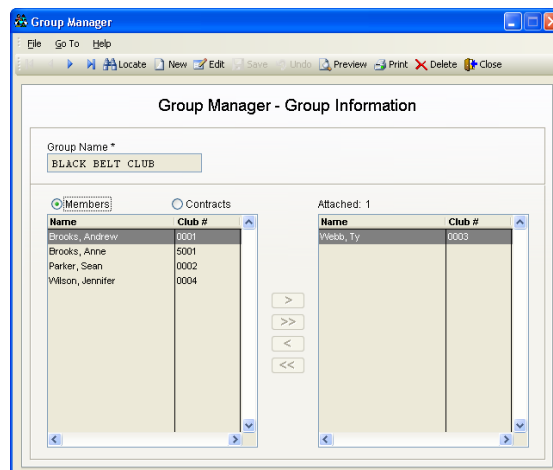






Figure 19-2.

Use the **“Locate”**  Button to search through a list of current groups in the system.

To add a new group click the **“Add new record”**  button or use the [Insert] key. Enter the group information, then click the **“Save”**  button or use the [F3] key to save.

To edit a current group's information click the **“Edit Record”**  button or use the [F11] key. Click the **“Save”**  button or use the [F3] key to save.

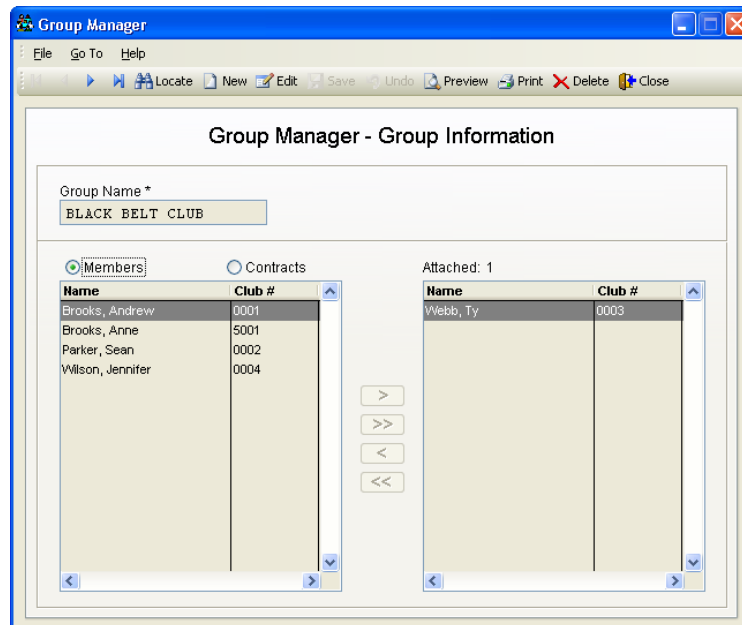


Figure 19-3.

**Group Name:** Each group must have a unique name. It can be up to 20 characters long and use any combination of numbers, letters and spaces. *\* This field is required for each employee.*

**Members:** Shows list of members for group selection.

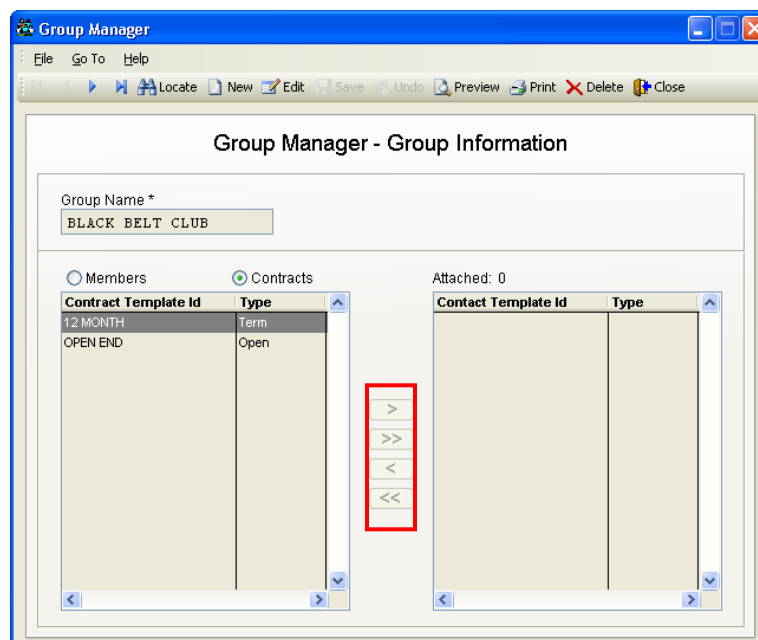


Figure 19-4.

**Contract Templates:** Contract templates can be attached to groups as well. The number of contract templates attached to the current group will be displayed over the top of the right hand box in the Group Manager Window. Each contract template name is listed. When a contract template is attached to a group, each new member entered under that contract template will be automatically added to the group.




Click ">" to add a member, guest, or contract template to this group.

Click ">>" to add all members, guests or templates to the group.

Click "<" to remove the selected member, guest, or contract template from this group.

Click "<<" to remove all members, guests, or contract templates from this group.

Click the **"Save"**  button when finished entering all information.