

## Chapter 21

# Log Record Maintenance

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FrontDesk v4.1.25

Label Maker  
Range Tab  
Select Tab

268 – 206  
205 – 206  
205 – 206





## Log Record Maintenance

Log Record Maintenance allows check-in logs to be added for individual members without them being checked in through the Check-In Application. To open the Log Record Maintenance, click on the Front Desk Menu and choose Log Maintenance.

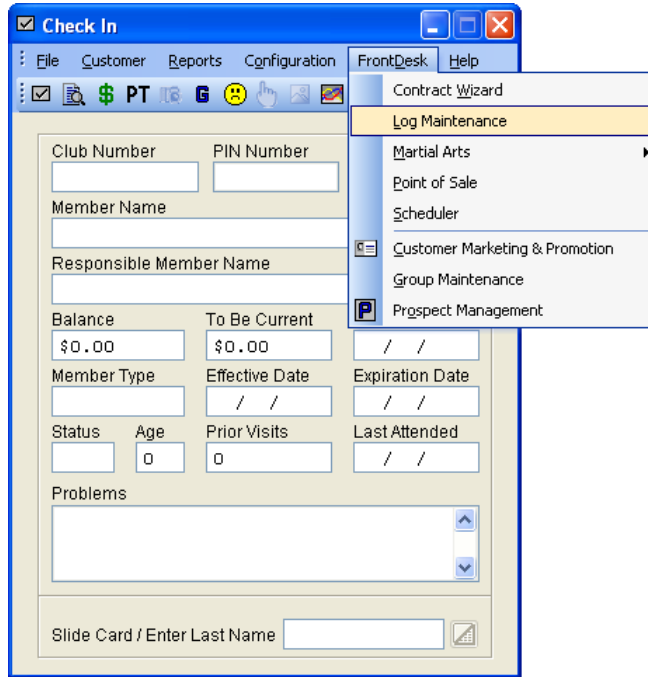


Figure 21-1.

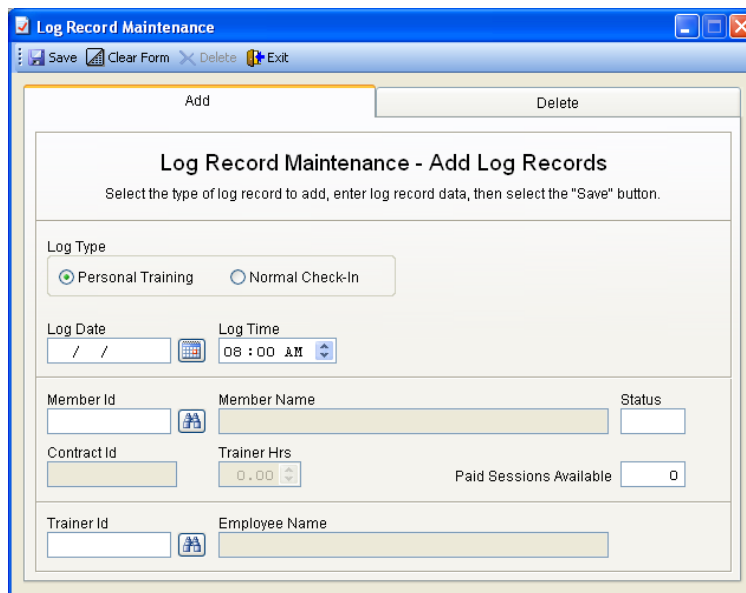


Figure 21-2.

Save Record
 Clear Form
 Delete Record
 Close Application




## Adding Log Records

**Step 1:** Choose the type of log record being added. It will either be a Normal or Personal Training Log. Do not use this program if the member is using packages.


The screenshot shows the 'Log Record Maintenance - Add Log Records' window. The 'Log Type' section is highlighted with a red box, showing two radio buttons: 'Personal Training' (selected) and 'Normal Check-In' (unselected). Below this, there are fields for 'Log Date' (empty), 'Log Time' (08:00 AM), 'Member Id', 'Member Name', 'Status', 'Contract Id', 'Trainer Hrs' (0.00), 'Paid Sessions Available' (0), and 'Trainer Id' with 'Employee Name'.

Figure 21-3.

**Step 2:** Enter the appropriate date for the member check in. The Calendar Button  may be used to select the date. The date must be the current date or in the past. A time may also be entered if known.

The screenshot shows the 'Log Record Maintenance - Add Log Records' window. The 'Log Date' and 'Log Time' fields are highlighted with a red box. The 'Log Date' field contains '10/05/2006' and the 'Log Time' field contains '09:30 AM'. The 'Log Type' section shows 'Personal Training' selected. Other fields are the same as in Figure 21-3.

Figure 21-4.

**Step 3:** Use the "Locate" Button  to select the Member. The Personal Trainer Hrs will be automatically filled in if they are set in the contract template the member is using.

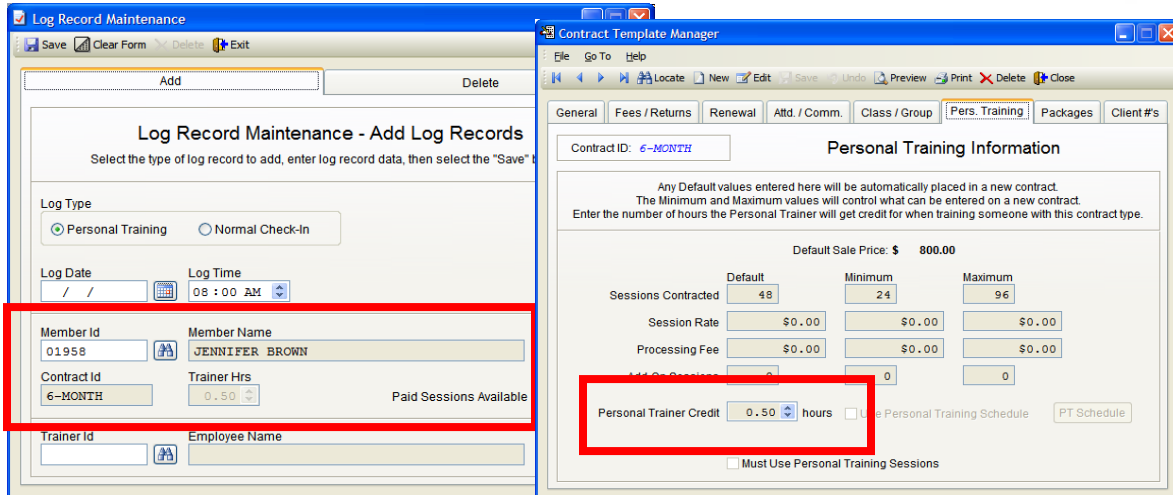



Figure 21-5.

**Step 4:** If it is a Personal Training log record, choose the appropriate trainer for the session. Use the “Locate” Button  to choose the Trainer from the Employee List.

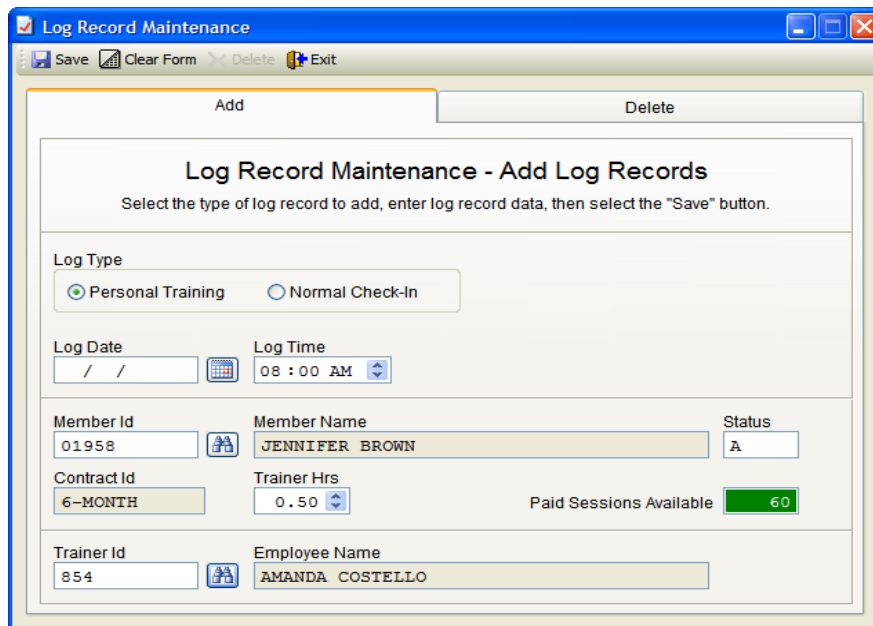



Figure 21-6.



After the Trainer has been selected, the Trainer Hours may be changed.

**Step 5:** Click on the “Save” Button  to save the log record. A session will be deducted if it is a personal training log.



## Deleting Log Records

**Step 1:** Open Log Maintenance and select the **“Delete”** tab. Select the member by clicking on the **“Locate”** Button. 🏠

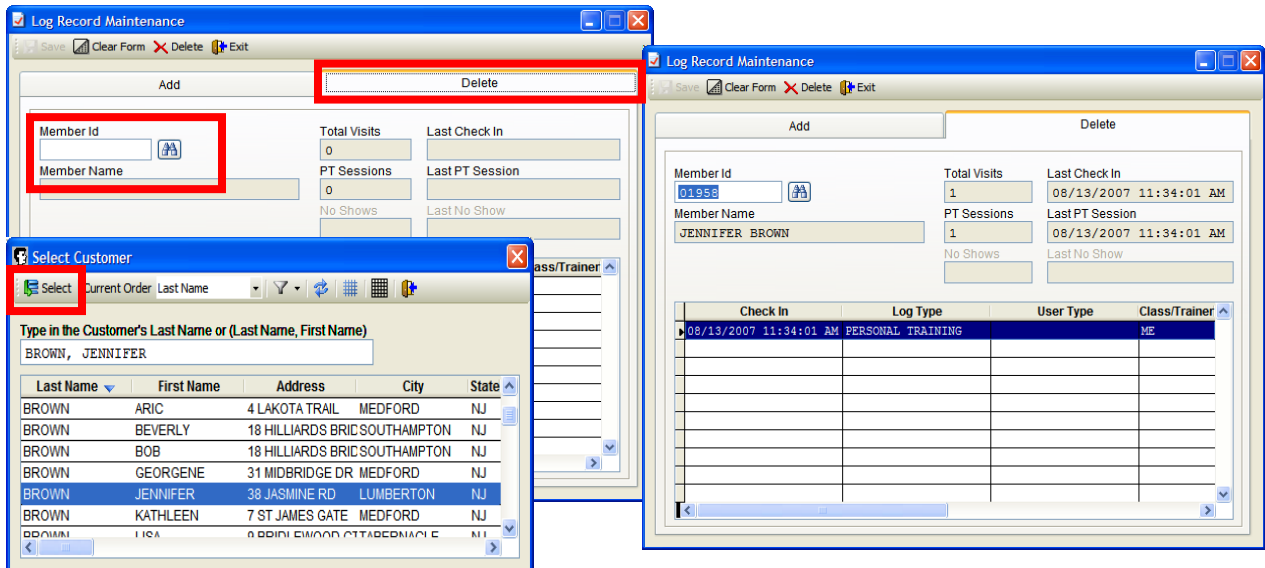


Figure 21-7.

**Step 2:** Click on the appropriate log record. It should be highlighted in blue. Then click on the **“Delete”** Button. ✖

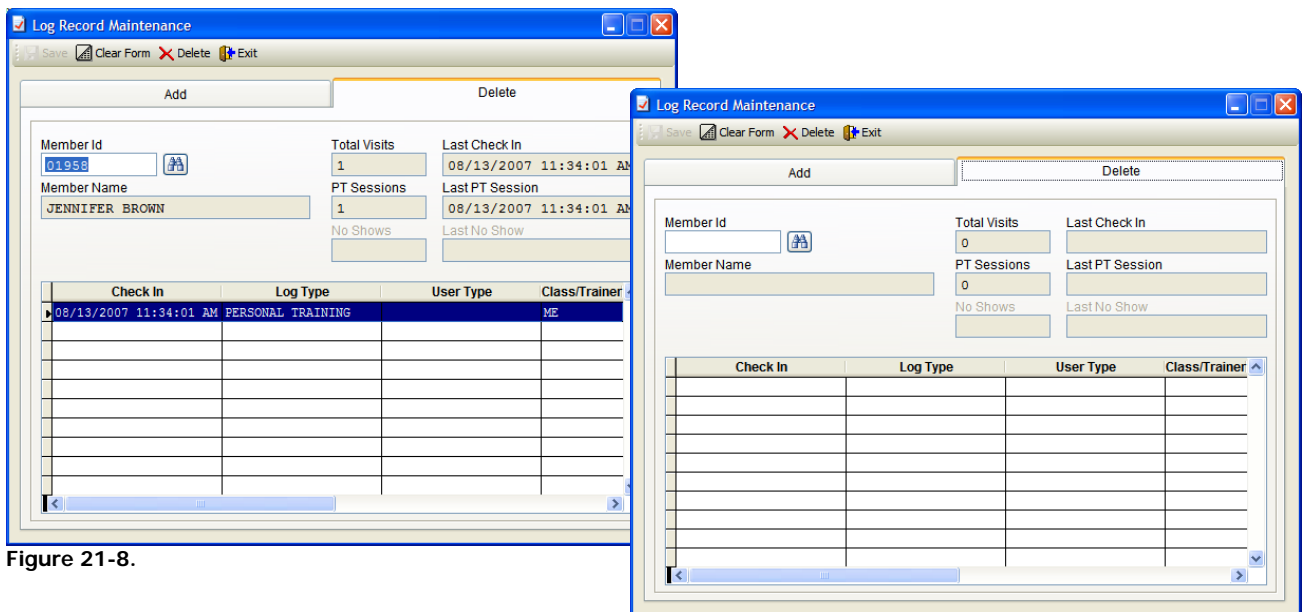


Figure 21-8.