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## ClassMobile User Guide Overview

ClassMobile is the mobile solution for the Classes module of Links. Working in conjunction with the desktop module and the ClassWeb module, ClassMobile and ClassMobile Manager allow for greater mobile access to your database of vital information.

ClassMobile itself is designed to provide your customers with access to your class schedule from any web enabled device. It can be used to show your schedule on your website, provided as a hyperlink to your existing customers to easily request makeups and used as a marketing tool to increase prospective client traffic on your website.

ClassMobile Manager is an in-house tool, designed specifically for tablet use to allow users to access schedule information, student attendance and skill attainment away from your reception desk.

### Setting up for ClassMobile

ClassMobile from an online perspective is setup for you upon order of the module. You will be provided with a URL where your database will be published to for each application. This website will be updated for you, so no upgrades are required to be completed by you in the future. You can choose to re-direct this URL to a URL within your domain for marketing purposes. Your web designer/IT support will be able to look after this for you.

To ensure your database can connect to the websites, you will need to ensure that your Links Service (part of the Paylink installer) is always running, as well as maintaining the port information that you provided upon order. For further information about allowing port traffic, please visit <http://wiki.linksmodularsolutions.com/Setup-for-LinksPlus.ashx>

## ClassMobile

### Using ClassMobile as a Web Page

To show your class schedule on your website, you will need to have your web designers setup a button or link on your existing website to your provided URL. All you will need to do is give your designers the URL and decide how you will launch this link from your website. Some examples are;

- On a page where you have information about your class options, have a button called "View Class Schedule"
- From your home page have a button called "View Live Class Schedule"
- More definitive calls to action, such as from your policies page about Make-Ups, a button or link called "Request a makeup now"

### Promoting Online Make-Up Requests

Many schools that offer make-ups are constantly inundated with phone calls about where spots are available, and customers wanting to book a makeup class. With ClassMobile you can streamline this to ask your customers to make their requests online. A suggestion if you wanted to pursue such a method would be to publish via a newsletter or e-blast, instructions for how to save the URL to their smart phone/tablet and encourage users to use this method for requesting make ups.

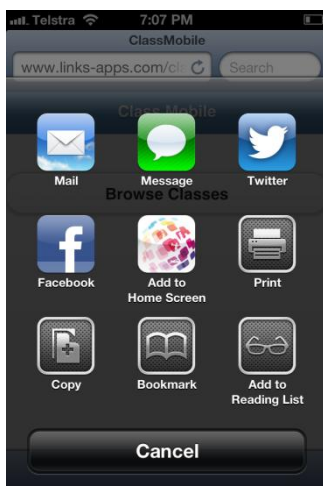
Here's a work instruction you could use to help you for iPhones/iPads. We would recommend update with a screen print from your own device, so that the URL is accurate and the home screen icon reflects your branding.

-----

To access our online class schedule for makeup requests please visit <http://yourURL> (or the URL you have redirected to for marketing purposes)

Click on the forward icon 

Choose the option to "Add to Home Screen"





## Receiving information

When a customer or prospect requests a booking via ClassMobile an email with the class information will be sent to the nominated email address. If you wish to change this email address at anytime, please email [admin@linksmodularsolutions.com](mailto:admin@linksmodularsolutions.com)

The email will include the class they have made the enquiry about, and what sort of enquiry they have made. Here is an example

---

From: demo@linksmodularsolutions.com [demo@linksmodularsolutions.com]  
Sent: Saturday, 3 November 2012 4:44 AM  
To: Links Demo  
Subject: REQUEST MAKEUP FROM CLASS MOBILE

Registration Type : REQUEST MAKEUP  
Lesson Day : Wednesday  
Lesson Time : 17:45  
Lesson Level : Dolphin  
Lesson Teacher : TEACHER,STAR  
Parent Name : Adam  
Email : [adam@parent.com](mailto:adam@parent.com)  
Phone : 999 999 99999  
Student Name : Bob

Custom Field: We have our own swim goggles  
Ip Address: 108.81.53.172

## Managing your Themes

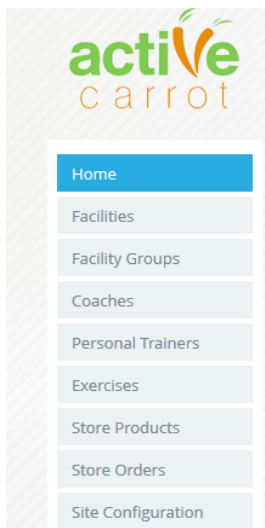
You can manage the look and feel of your ClassMobile page through the Active Carrot portal <http://www.activecarrot.net/manager>. Your login will be the one you chose when you setup your ClassMobile site. Here you can change the text displayed on your ClassMobile home page as well as the logo and the overall theme. If you do not have access to a web designer to do this for you, please contact [admin@linksmodularsolutions.com](mailto:admin@linksmodularsolutions.com) for further options.

If you have a web designer then the following will assist them to customise the site for you.

## Changing the Theme

To change the theme you will need to;

1. Login to the manager portal
2. Select Site Configuration



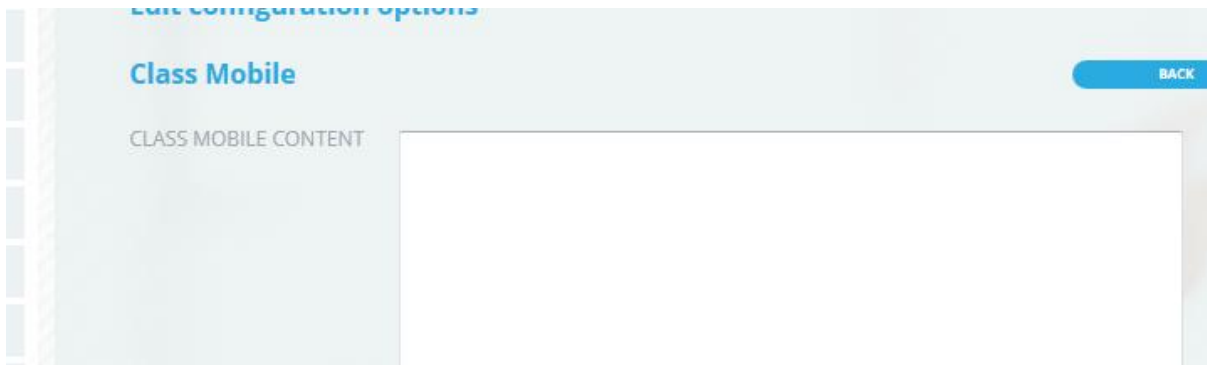
3. Select ClassMobile
4. Here your web designer can add site CSS



## Changing the ClassMobile Text

You can alter the text displayed on the home page and what the customer sees when they submit their request in ClassMobile.

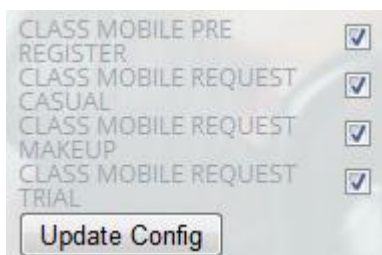
1. Login to the manager portal
2. Select Site Configuration
3. Select ClassMobile
4. Here they can alter the home and finished page text



## Changing the ClassMobile Options

At anytime you can change what options you offer your clients, i.e. add or remove a Trial Booking option. You can do this by following the steps below

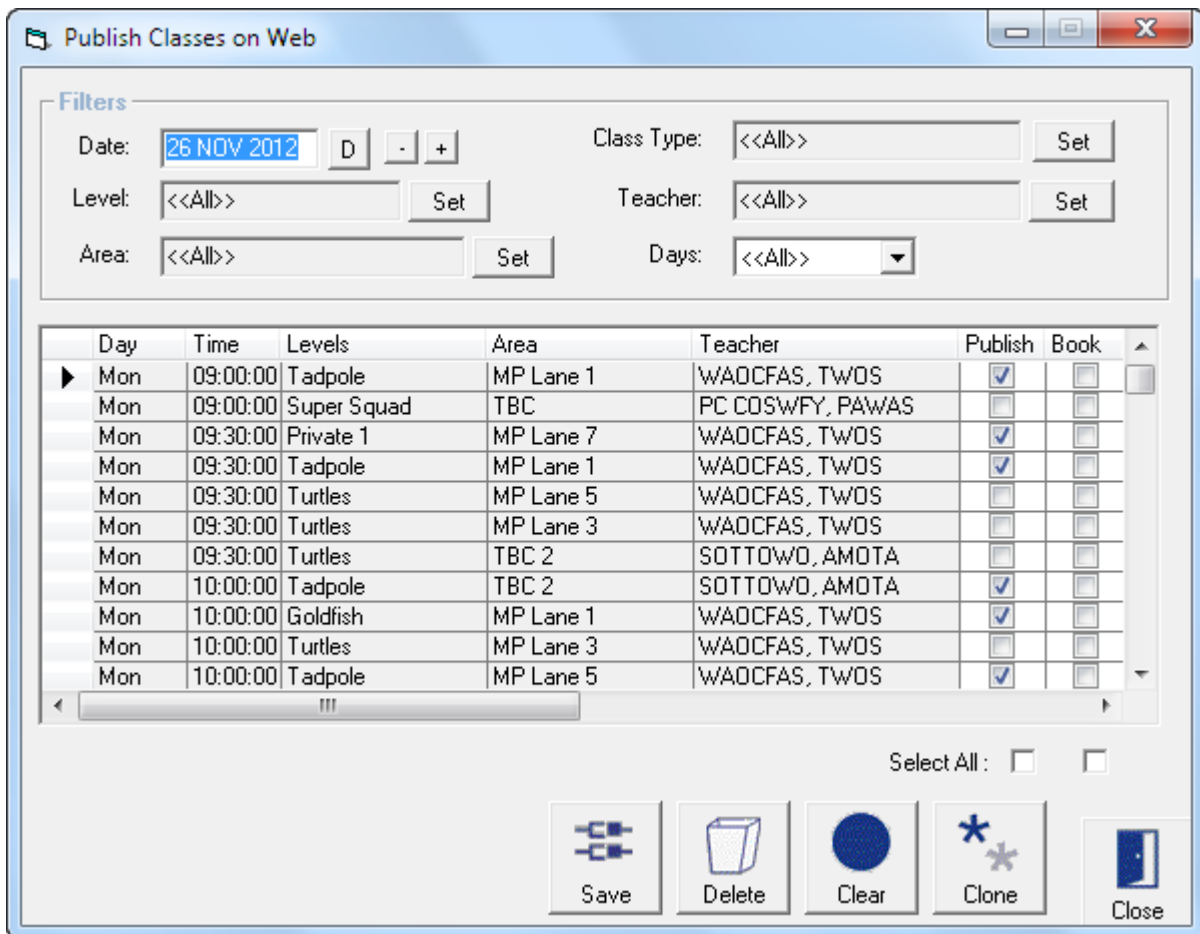
1. Login to the manager portal
2. Select Site Configuration
3. Select ClassMobile
4. Check or Un-Check the options you wish to use



## How the Website works

Before classes will display on ClassMobile you will need to publish them in the Admin module of Links. Even if you do not use ClassWeb, you will need to use the publish to ClassWeb screen to make them available for ClassMobile. The same process has been used to ensure that you have consistency between the 2 applications, if you do use both.

This screen can be found in Admin >Classes >Publish Web Classes. Classes will not need to be set to book online for ClassMobile just set as Publish as seen in the below example. If they are set to book as well for ClassWeb they will still show in ClassMobile.



The screenshot shows the 'Publish Classes on Web' window. It features a 'Filters' section at the top with the following fields:

- Date: 26 NOV 2012 (with D, -, + buttons)
- Level: <<All>> (with Set button)
- Area: <<All>> (with Set button)
- Class Type: <<All>> (with Set button)
- Teacher: <<All>> (with Set button)
- Days: <<All>> (dropdown menu)

Below the filters is a table with the following columns: Day, Time, Levels, Area, Teacher, Publish, and Book. The table contains 12 rows of class data. The 'Publish' column has checkboxes, some of which are checked. The 'Book' column has checkboxes, all of which are unchecked.

Day	Time	Levels	Area	Teacher	Publish	Book
Mon	09:00:00	Tadpole	MP Lane 1	WAOCFAS, TWOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mon	09:00:00	Super Squad	TBC	PC COSWFY, PAWAS	<input type="checkbox"/>	<input type="checkbox"/>
Mon	09:30:00	Private 1	MP Lane 7	WAOCFAS, TWOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mon	09:30:00	Tadpole	MP Lane 1	WAOCFAS, TWOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mon	09:30:00	Turtles	MP Lane 5	WAOCFAS, TWOS	<input type="checkbox"/>	<input type="checkbox"/>
Mon	09:30:00	Turtles	MP Lane 3	WAOCFAS, TWOS	<input type="checkbox"/>	<input type="checkbox"/>
Mon	09:30:00	Turtles	TBC 2	SOTTOWO, AMOTA	<input type="checkbox"/>	<input type="checkbox"/>
Mon	10:00:00	Tadpole	TBC 2	SOTTOWO, AMOTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mon	10:00:00	Goldfish	MP Lane 1	WAOCFAS, TWOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mon	10:00:00	Turtles	MP Lane 3	WAOCFAS, TWOS	<input type="checkbox"/>	<input type="checkbox"/>
Mon	10:00:00	Tadpole	MP Lane 5	WAOCFAS, TWOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom of the window, there are several buttons: Save, Delete, Clear, Clone, and Close. There is also a 'Select All' checkbox.

If you wish to learn more about how ClassMobile please read on, and/or take a look at the following video if you prefer <http://wiki.linksmodularsolutions.com>



## The Class Display

Users will see your classes either by level or by day. If they choose a level it will show all classes for that level, or if they select 'Show all classes', they will see a full published schedule of all levels, by day.

### By Level

Links

Search By Level      Show All Classes

- + Dolphin
- + Goldfish
- + PWD
- + Tadpole

Powered by Links

### All Classes

Links

Search By Level      Show All Classes

Search Classes...

**Monday 25th February**

**Tadpole** Monday 09:00  
WAOCFAS, TWOS  
MP Lane 1

**Goldfish** Monday 17:45  
WAOCFAS, TWOS  
MP Lane 7

**Tuesday 26th February**

**PWD** Tuesday 11:45  
WAOCFAS, TWOS  
MP Lane 5


**Wednesday 27th February**

**Dolphin** Wednesday 15:45  
WAOCFAS, TWOS  
LP Lane 1

**Thursday 28th February**



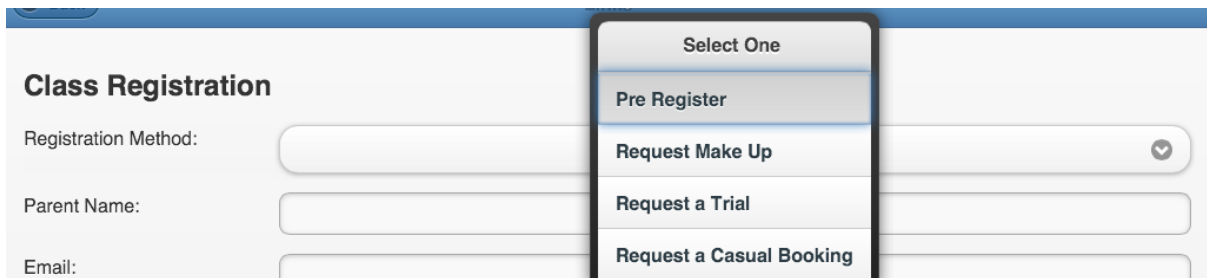
## Selecting a Class

Users can select the class they wish to make an enquiry for by selecting the  icon. When they click next, they will then see the registration screen for that class.



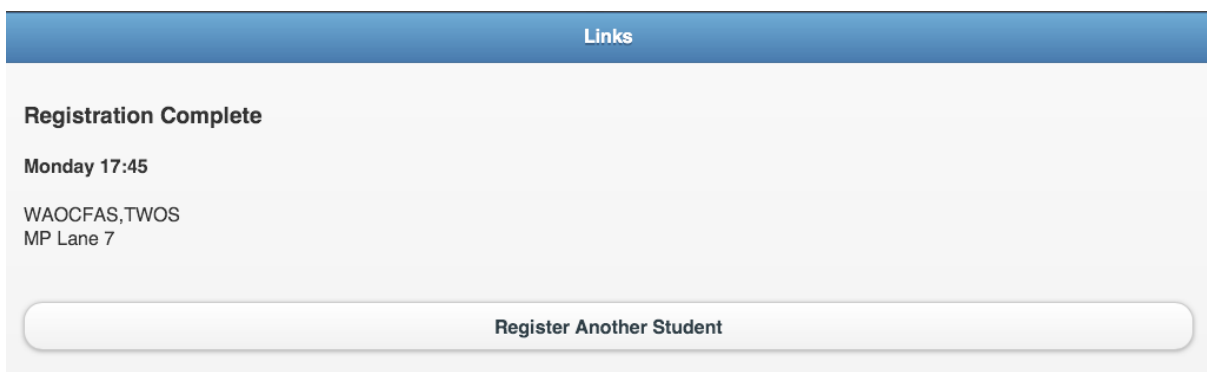
The screenshot shows a web interface for class registration. At the top, there is a blue header with a 'Back' button and the 'Links' logo. Below the header, the title 'Class Registration' is displayed. The form contains several input fields: 'Registration Method' (a dropdown menu currently showing 'Select One'), 'Parent Name', 'Email', 'Phone', and 'Student Name'. A large blue 'Submit' button is positioned at the bottom of the form. Below the form, a blue footer contains the text 'Powered by Links'.

They can then select their registration method. It will only show the methods you setup in your Active Carrot Manager Portal.



This screenshot shows the same 'Class Registration' form as above, but with the 'Registration Method' dropdown menu open. The menu lists four options: 'Pre Register', 'Request Make Up', 'Request a Trial', and 'Request a Casual Booking'. The 'Select One' text is visible at the top of the dropdown.

Once they submit the information, the details are emailed to your nominated email address. They can then choose to submit a request for another student or another class if they wish to.



The screenshot shows a confirmation screen titled 'Registration Complete'. It features a blue header with the 'Links' logo. Below the header, the text 'Monday 17:45' and 'WAOCFAS, TWOS MP Lane 7' is displayed. At the bottom, there is a large white button with the text 'Register Another Student'.



### **Confirming a Request**

How you confirm requests emailed to you is up to you. You can choose to contact the parent by phone or email, or you can ensure that the email confirmations for makeups etc are switched on in Admin> Site> Site Setup and then make the booking request as per their email and they can then receive confirmation of the request success. Remember with any new process it is important to communicate to Customers prior to changing your processes to ensure they understand how you will process requests moving forward.

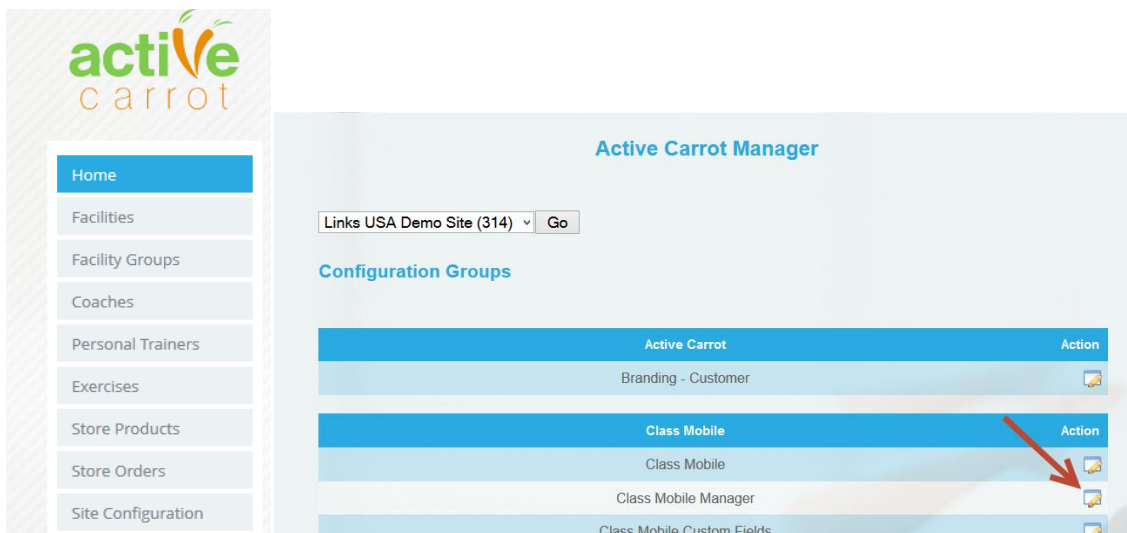
## ClassMobile Manager

### Application Configuration

ClassMobile Manager has the ability to send a student Progress Report email to the Responsible Person. The Site Configuration allows you to activate this feature and customise the content of the Progress Report email.

Log into the Active Carrot manager portal <http://www.activecarrot.net/manager>. Your login will be the one you chose when you setup your ClassMobile site.

Select Site Configuration and ClassMobile Manager.

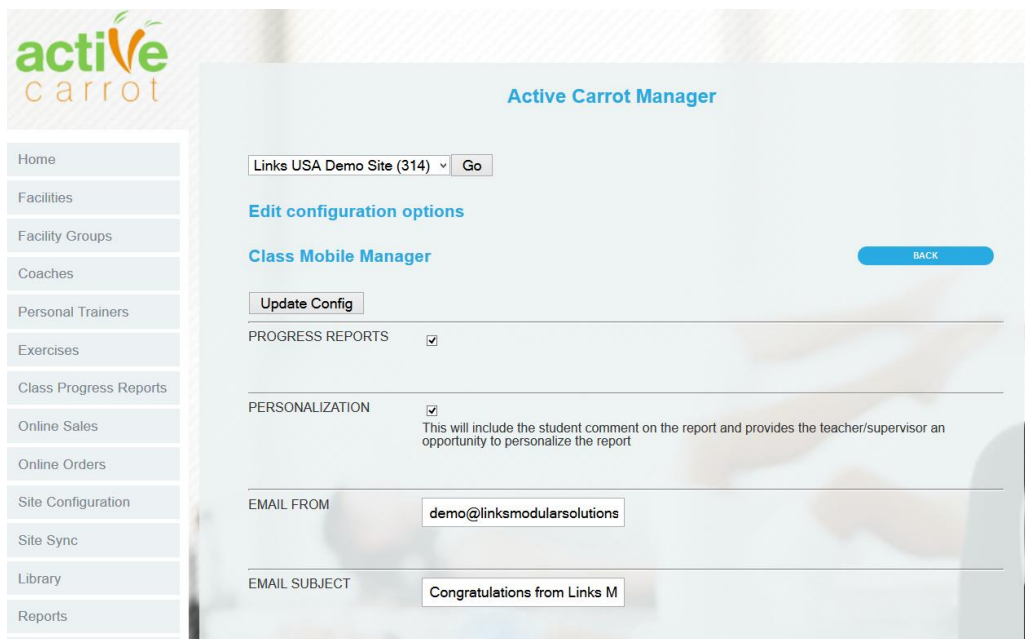


The screenshot shows the 'Active Carrot Manager' interface. On the left is a navigation menu with 'Site Configuration' selected. The main content area shows 'Configuration Groups' with a table:

Group Name	Action
Active Carrot	Action
Branding - Customer	[Icon]
<b>Class Mobile</b>	<b>Action</b>
Class Mobile	[Icon]
Class Mobile Manager	[Icon]
Class Mobile Custom Fields	[Icon]

A red arrow points to the 'Action' icon for the 'Class Mobile' group.

### Progress Report Configuration



The screenshot shows the 'Active Carrot Manager' interface for 'Class Mobile Manager' configuration. The 'PROGRESS REPORTS' checkbox is checked.

**Class Mobile Manager** [BACK]

[Update Config]

PROGRESS REPORTS

---

PERSONALIZATION   
 This will include the student comment on the report and provides the teacher/supervisor an opportunity to personalize the report

---

EMAIL FROM: demo@linksmodularsolutions

---

EMAIL SUBJECT: Congratulations from Links M

Progress Reports – Check this box to activate the feature



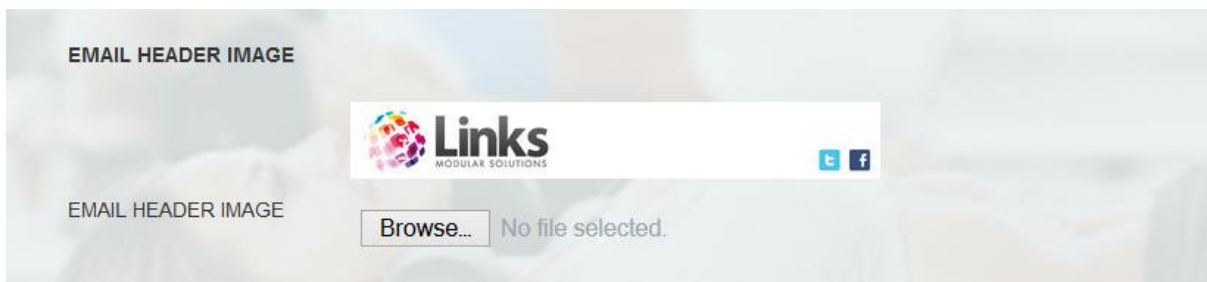
Personalisation – Check this to include any student comments added to the Progress Report email. This provides the teacher/supervisor an opportunity to personalise the report.

Please note that this is not currently available- This feature requires a version of the Links Service which will be provided in the next Release Pack.

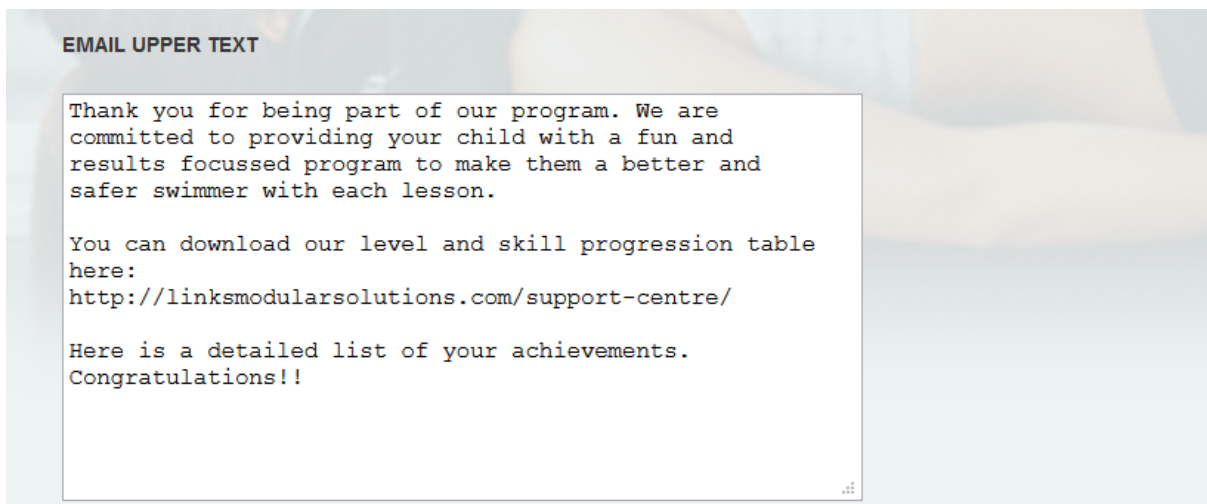
Visit <http://linksmodularsolutions.com/support-centre/> for release information.

Email From – Enter the email address that you wish Progress Reports to be sent from your business from. Eg. [info@healthykids.com](mailto:info@healthykids.com) This email address will display on the email when received by your Customers.

Email Subject – Enter the email Subject for the Progress Reports.



Email Header Image – Insert your image file which will display in the Header of the image insert specs here eg. Ww x yy pixels.



Email Upper Text – This text will appear above the Progress Report skills and levels table.

**EMAIL LOWER TEXT**

```

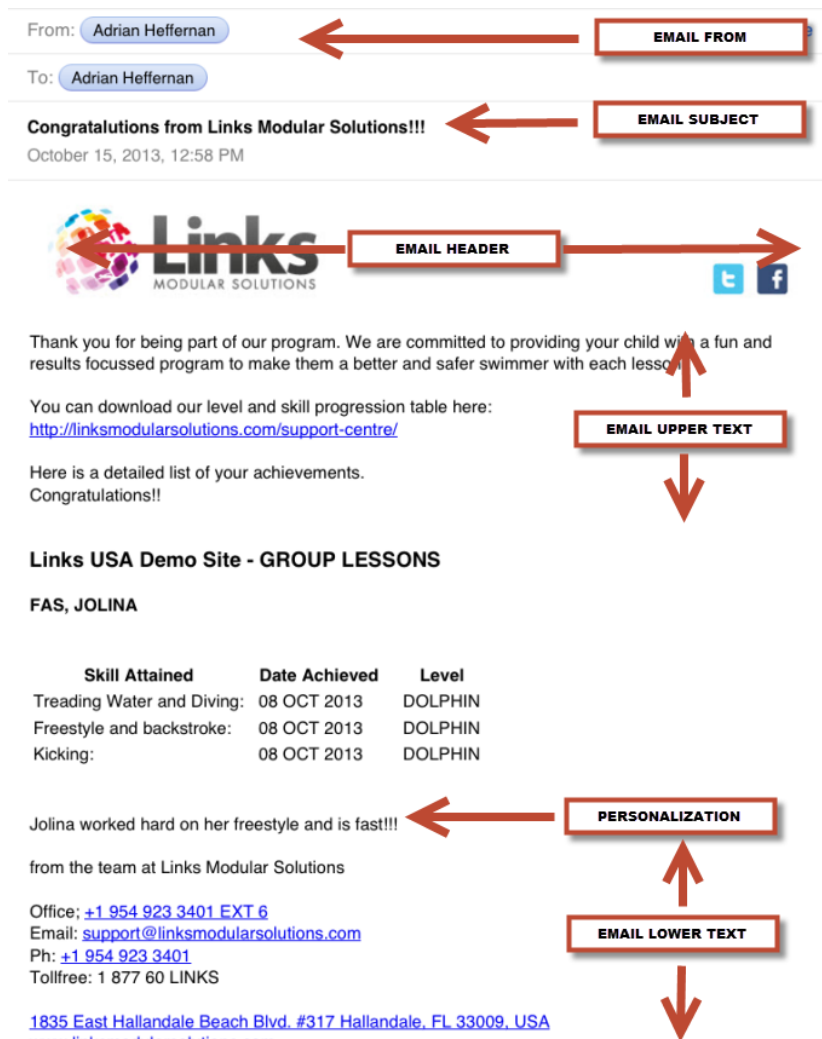
from the team at Links Modular Solutions

Office; +1 954 923 3401 EXT 6
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Ph:      +1 954 923 3401
Tollfree:      1 877 60 LINKS

1835 East Hallandale Beach Blvd. #317 Hallandale, FL
33009, USA
www.linksmodularsolutions.com
  
```

Email Lower Text - This text will appear below the Progress Report skills and levels table.

Example of Progress Report Email:






From: Adrian Heffernan

To: Adrian Heffernan

**Congratulations from Links Modular Solutions!!!**

October 15, 2013, 12:58 PM

Thank you for being part of our program. We are committed to providing your child with a fun and results focussed program to make them a better and safer swimmer with each lesson!

You can download our level and skill progression table here:  
<http://linksmodularsolutions.com/support-centre/>

Here is a detailed list of your achievements.  
 Congratulations!!

**Links USA Demo Site - GROUP LESSONS**

**FAS, JOLINA**

Skill Attained	Date Achieved	Level
Treading Water and Diving:	08 OCT 2013	DOLPHIN
Freestyle and backstroke:	08 OCT 2013	DOLPHIN
Kicking:	08 OCT 2013	DOLPHIN

Jolina worked hard on her freestyle and is fast!!!

from the team at Links Modular Solutions

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[www.linksmodularsolutions.com](http://www.linksmodularsolutions.com)

## HTML Skill Emails

An email can be sent in HTML for Individual skills that students attain.

The HTML information can be entered here and the Macros for this email are provided.

**MOBILE MANAGER EMAIL CONTENT**

This is in HTML. Merge field macros available for use are as follows:

{STUDENT\_ID}

{STUDENT\_NAME}

{SKILL}

{CLASS\_TYPE}

{RP\_EMAIL}

{RP\_FIRST\_NAME}

{TEACHER\_NAME}

{SITE\_NAME}

{SKILL\_HISTORY\_TABLE} - This shows the attained history for the student for this class

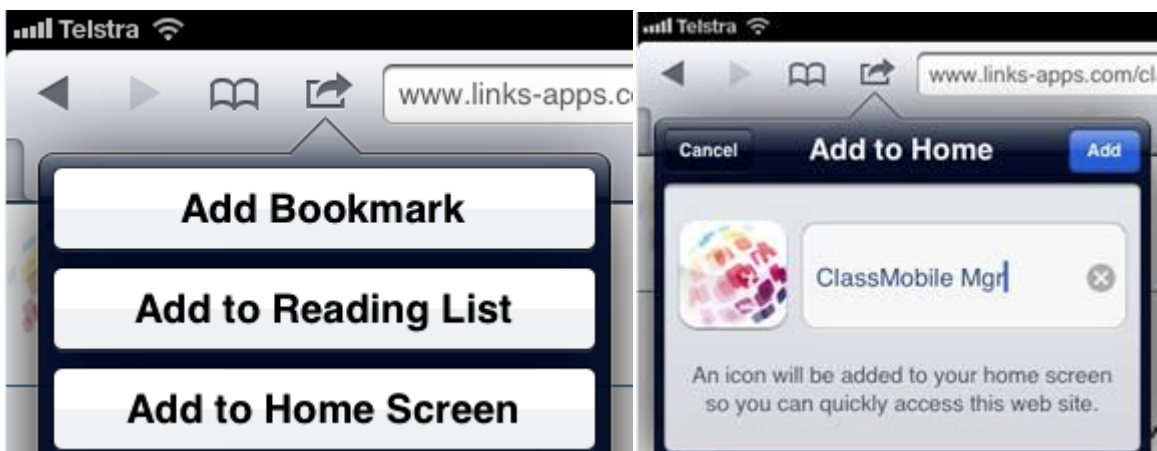
## Setting up your Tablet

The below process is for an iPad or iPad mini but this application can be used from any tablet device that has internet access.

### Access Information

To access ClassMobile Manager from your tablet device go to the URL provided with your order confirmation.

To save this as a home screen icon on your iPad see below

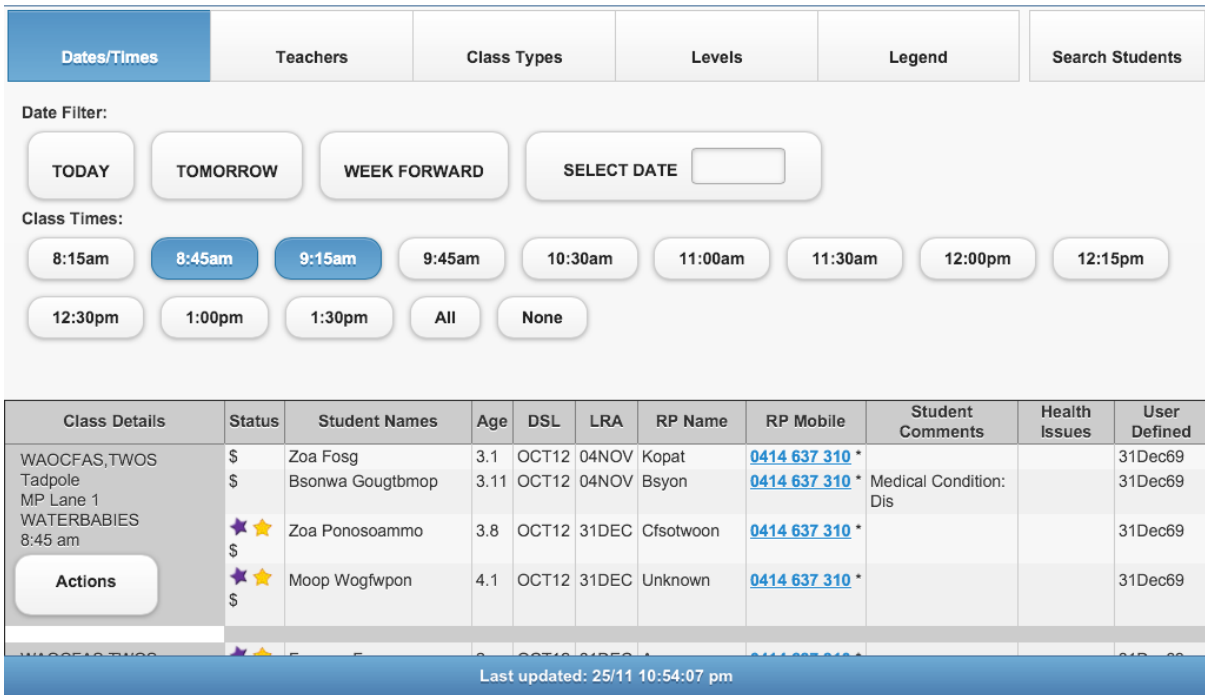


This will allow your team members to access the application with ease by pressing the icon from the home screen when they start use of the application. They will then need to login to the application using the email and password provided in your order confirmation.

### Using ClassMobile Manager

#### Filter – Day and Time

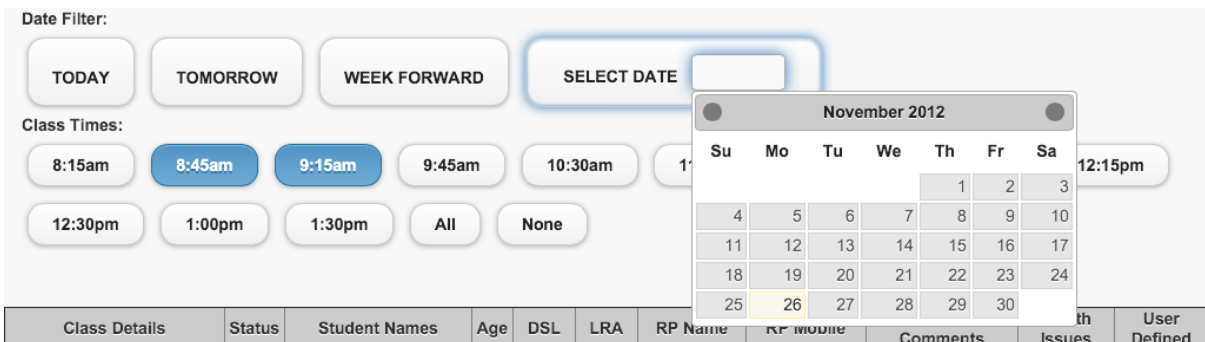
Once you are logged in, ClassMobile Manager will default to show the next upcoming class. You can change this by using the day and time filters. You can multi select times by pressing the button once. To deselect a time, simply press it once again.



The screenshot shows the ClassMobile Manager interface. At the top, there are tabs for 'Dates/Times', 'Teachers', 'Class Types', 'Levels', 'Legend', and 'Search Students'. Below the tabs, there is a 'Date Filter' section with buttons for 'TODAY', 'TOMORROW', 'WEEK FORWARD', and 'SELECT DATE' (with a calendar icon). Below that is a 'Class Times' section with buttons for various times: 8:15am, 8:45am, 9:15am, 9:45am, 10:30am, 11:00am, 11:30am, 12:00pm, 12:15pm, 12:30pm, 1:00pm, 1:30pm, 'All', and 'None'. The 8:45am and 9:15am buttons are highlighted in blue. Below the filters is a table with the following columns: Class Details, Status, Student Names, Age, DSL, LRA, RP Name, RP Mobile, Student Comments, Health Issues, and User Defined. The table contains several rows of student data. At the bottom of the table, it says 'Last updated: 25/11 10:54:07 pm'.

Class Details	Status	Student Names	Age	DSL	LRA	RP Name	RP Mobile	Student Comments	Health Issues	User Defined
WAOCFAS, TWOS	\$	Zoa Fosg	3.1	OCT12	04NOV	Kopat	0414 637 310 *			31Dec69
Tadpole	\$	Bsonwa Gougmbop	3.11	OCT12	04NOV	Bsyon	0414 637 310 *	Medical Condition: Dis		31Dec69
MP Lane 1	★	Zoa Ponosoammo	3.8	OCT12	31DEC	Cfsotwoon	0414 637 310 *			31Dec69
WATERBABIES	★	Moop Wogfwpon	4.1	OCT12	31DEC	Unknown	0414 637 310 *			31Dec69
8:45 am	\$									
Actions	\$									

You can easily switch to tomorrow, next week or select a calendar date.



This screenshot shows the same ClassMobile Manager interface as above, but with the 'SELECT DATE' button highlighted and a calendar pop-up displayed. The calendar is for November 2012, showing days from Sunday to Saturday. The date 26th is highlighted in yellow. The table below the calendar is partially visible, showing the same columns as in the previous screenshot.

Class Details	Status	Student Names	Age	DSL	LRA	RP Name	RP Mobile	Comments	Issues	User Defined

### Filter – Teachers

By default all teachers are selected. You can select NONE to clear the filters and then select the teachers you wish to view. Only the teachers who have classes on that day and time that you have selected will be provided for filtering by.

Dates/Times	Teachers	Class Types	Levels	Legend	Search Students					
<b>Teacher Filter</b> <input checked="" type="button" value="WAOCFAS,TWOS"/> <input type="button" value="Select All"/> <input type="button" value="Select None"/>										
Class Details	Status	Student Names	Age	DSL	LRA	RP Name	RP Mobile	Student Comments	Health Issues	User Defined
WAOCFAS,TWOS Tadpole MP Lane 1 WATERBABIES 8:45 am <input type="button" value="Actions"/>	\$	Zoa Fosg	3.1	OCT12	04NOV	Kopat	<a href="tel:0414637310">0414 637 310</a> *	Medical Condition: Dis		31Dec69
	\$	Bsonwa Gougmbop	3.11	OCT12	04NOV	Bsyon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	Zoa Ponsooammo	3.8	OCT12	31DEC	Cfsotwoon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	Moop Wogfwpon	4.1	OCT12	31DEC	Unknown	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
WAOCFAS,TWOS Tadpole MP Lane 2 WATERBABIES 8:45 am <input type="button" value="Actions"/>	★	Fonmay Fomm	2	OCT12	31DEC	Awon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	Cfomowwa Pcgonomg	2.1	OCT12	31DEC	Ongsaw	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	Zoc Poskat	2.1	OCT12	31DEC	Oon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	W...	...	...	...	...	...			...

Last updated: 25/11 10:54:07 pm

### Filter – Class Types

Like teachers, you can select certain class types; this is useful if you run multiple programs within your business

Dates/Times	Teachers	Class Types	Levels	Legend	Search Students					
<b>Class Types Filter</b> <input checked="" type="button" value="WATERBABIES"/> <input type="button" value="LEARN TO SWIM"/> <input type="button" value="SPECIAL NEEDS"/> <input type="button" value="PRIVATE"/> <input type="button" value="Select All"/> <input type="button" value="Select None"/>										
Class Details	Status	Student Names	Age	DSL	LRA	RP Name	RP Mobile	Student Comments	Health Issues	User Defined
WAOCFAS,TWOS Tadpole MP Lane 1 WATERBABIES 8:45 am <input type="button" value="Actions"/>	\$	Zoa Fosg	3.1	OCT12	04NOV	Kopat	<a href="tel:0414637310">0414 637 310</a> *	Medical Condition: Dis		31Dec69
	\$	Bsonwa Gougmbop	3.11	OCT12	04NOV	Bsyon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	Zoa Ponsooammo	3.8	OCT12	31DEC	Cfsotwoon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	Moop Wogfwpon	4.1	OCT12	31DEC	Unknown	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
WAOCFAS,TWOS Tadpole MP Lane 2 WATERBABIES 8:45 am <input type="button" value="Actions"/>	★	Fonmay Fomm	2	OCT12	31DEC	Awon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	Cfomowwa Pcgonomg	2.1	OCT12	31DEC	Ongsaw	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	Zoc Poskat	2.1	OCT12	31DEC	Oon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	W...	...	...	...	...	...			...

Last updated: 25/11 10:54:07 pm



### Filter – Levels

A useful feature when you are assessing students. You can filter by one or multiple levels by selecting each button required. Click once to select and once again to deselect. You also have the option to Select All or Select None if you want to start over and select one or just a few levels.

Dates/Times	Teachers	Class Types	<b>Levels</b>	Legend	Search Students				
<b>Level Filter</b>									
<b>Tadpole</b>	Dolphin	Goldfish	PWD	Sharks	Turtles	Whales	Jellyfish	Platypus	Private 1
Select All	Select None								









Class Details	Status	Student Names	Age	DSL	LRA	RP Name	RP Mobile	Student Comments	Health Issues	User Defined
WAOCFAS,TWOS Tadpole MP Lane 1 WATERBABIES 8:45 am  <b>Actions</b>	\$	Zoa Fosg	3.1	OCT12	04NOV	Kopat	<a href="tel:0414637310">0414 637 310</a> *	Medical Condition: Dis		31Dec69
	\$	Bsonwa Gougmbop	3.11	OCT12	04NOV	Bsyon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★	Zoa Ponsooammo	3.8	OCT12	31DEC	Cfsotwoon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	\$	Moop Wogfwpon	4.1	OCT12	31DEC	Unknown	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
WAOCFAS,TWOS Tadpole MP Lane 2 WATERBABIES	★	Fonmay Fomm	2	OCT12	31DEC	Awon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	\$	Cfosmowwa Pcgonomg	2.1	OCT12	31DEC	Ongsaw	<a href="tel:0414637310">0414 637 310</a> *			31Dec69

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### The Legend

The legend is displayed next to each student's name to help you identify students and communicate with their parents. The legend can help you identify up sell opportunities like converting casual and trial bookings, as well as working on your retention by effectively communicating with new parents and parents of those students who have recently re-enrolled or moved classes.

When you go to the Legend tab, not only will it explain what each symbol means, but it will also, when pressed, give you a list of students that meet the criteria for that Legend symbol.

Dates/Times	Teachers	Class Types	Levels	Legend	Search Students					
<b>Legend filter:</b> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin: 5px;">  <b>First time in this class</b> </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin: 5px;">  <b>First time ever</b> </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin: 5px;">  <b>On hold</b> </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin: 5px;">  <b>Make up</b> </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin: 5px;">  <b>Last Lesson</b> </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin: 5px;">  <b>Trial</b> </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin: 5px;">  <b>Casual</b> </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin: 5px;">  <b>Replacement teacher</b> </div> </div>										
Class Details	Status	Student Names	Age	DSL	LRA	RP Name	RP Mobile	Student Comments	Health Issues	User Defined
WAOCFAS,TWOS Tadpole MP Lane 1 WATERBABIES 8:45 am  <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; width: fit-content;"> <b>Actions</b> </div>	\$	Zoa Fosg	3.1	OCT12	04NOV	Kopat	<a href="tel:0414637310">0414 637 310</a> *	Medical Condition: Dis		31Dec69
	\$	Bsonwa Gougmbop	3.11	OCT12	04NOV	Bsyon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	★ ★	Zoa Ponsooammo	3.8	OCT12	31DEC	Cfsotwoon	<a href="tel:0414637310">0414 637 310</a> *		31Dec69	
	\$	Moop Wogfwpon	4.1	OCT12	31DEC	Unknown	<a href="tel:0414637310">0414 637 310</a> *		31Dec69	
WAOCFAS,TWOS Tadpole MP Lane 2	★ ★	Fonmay Fomm	2	OCT12	31DEC	Awon	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
	\$	Cfosmowwa Poonomg	2.1	OCT12	31DEC	Ongsaw	<a href="tel:0414637310">0414 637 310</a> *			31Dec69
Last updated: 25/11 10:54:07 pm										

### Searching Students

To make it easier to find students for attendance and skill attainment, you can search by three letters of a student's first name or last name. The search tool will automatically search any part of the student name. The search will begin as soon as you type three letters.

Dates/Times	Teachers	Class Types	Levels	Legend	Search Students
<b>Search Students:</b> (At least 3 characters) <input style="width: 90%; margin-left: 10px;" type="text"/>					

## Understanding the displayed information

There is a lot of information displayed along with the list of classes. Most is self explanatory, but for the acronyms used here is an explanation.

Dates/Times
Teachers
Class Types
Levels
Legend
Search Students

Date Filter:

TODAY
TOMORROW
WEEK FORWARD
SELECT DATE

Class Times:

8:15am
8:45am
9:15am
9:45am
10:30am
11:00am
11:30am
12:00pm
12:15pm

12:30pm
1:00pm
1:30pm
All
None

Class Details	Status	Student Names	Age	DSL	LRA	RP Name	RP Mobile	Student Comments	Health Issues	User Defined
WAOCFAS, TWOS Tadpole MP Lane 1 WATERBABIES 8:45 am <div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; width: fit-content; margin-top: 5px;">Actions</div>	\$	Zoa Fosg	3.1	OCT12	04NOV	Kopat	<a href="#">0414 637 310</a> *			31Dec69
	\$	Bsonwa Gougfbmop	3.11	OCT12	04NOV	Bsyon	<a href="#">0414 637 310</a> *	Medical Condition: Dis		31Dec69
	★	Zoa Ponosoammo	3.8	OCT12	31DEC	Cfsotwoon	<a href="#">0414 637 310</a> *			31Dec69
	★	Moop Wogfwpon	4.1	OCT12	31DEC	Unknown	<a href="#">0414 637 310</a> *			31Dec69

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### Status

Refer to the legend, as well as the \$ sign means money is owing

Double click the \$ to see how much money is owed

### DSL:

The **D**ate the student **S**tarted the current **L**evel they are in

### LRA:

The **L**ast **R**ecorded **A**ttendance date that Links holds for this student in any class

### \*:

When \* is shown on the actions button this means there are class comments to view

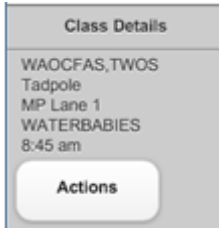
When \* is shown next to the mobile/cell number, there is a home phone number also

## ClassMobile Manager Actions

Now that you understand how to view and filter the classes, it's all about what you can do from this application. The actions!

### Accessing the Actions

Click this button to view the available actions



This will display the following:



### Class Comments

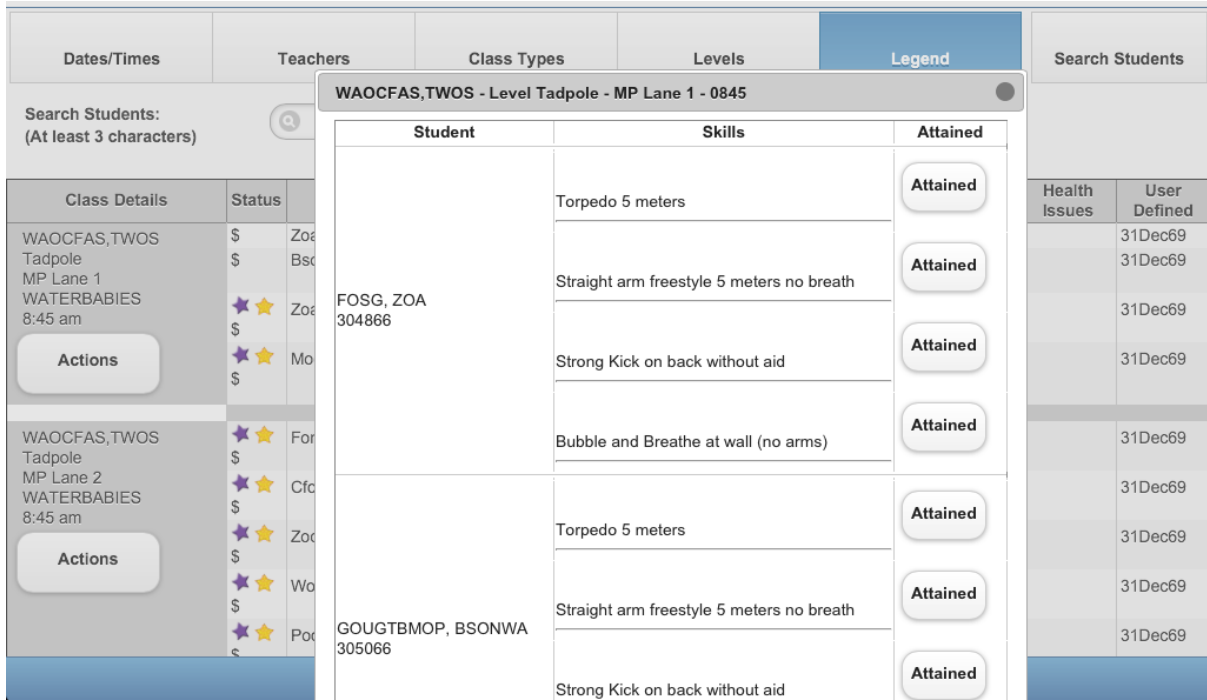
This will read the comments you have previously saved in the class comments section of the setup classes screen in Links, allowing you to view communications from front desk with ease. You can also type in new comments, which will automatically save back to the Links database.

Class Details	Status	WAOCFAS,TWOS - Level Tadpole - MP Lane 1 - 0845						Student Comments	Health Issues	User Defined
WAOCFAS,TWOS Tadpole MP Lane 1 WATERBABIES 8:45 am Actions	\$	Zoe							31Dec69	
	\$	Bsc					ical Condition:		31Dec69	
	★	Zoe							31Dec69	
	★	Mo							31Dec69	
	\$								31Dec69	
WAOCFAS,TWOS Tadpole MP Lane 2 WATERBABIES 8:45 am Actions	★	For							31Dec69	
	\$	Cfo							31Dec69	
	★	Zoc Poskat	2.1	OCT12	31DEC	Oon			31Dec69	
	★	Wommooop Toumwsy	1.11	OCT12	31DEC	Bassot			31Dec69	
	★	Pootay Wfoppton	2.1	OCT12	31DEC	Topfoa			31Dec69	
	\$								31Dec69	

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### Recording Skills

One of the biggest time savers that ClassMobile Manager can offer you, is the ability to record skills right from the class, rather than recording on paper and then having to return to the front desk or office to update the Links database. When a student attains a skill, it's as easy as pressing the Attained button!

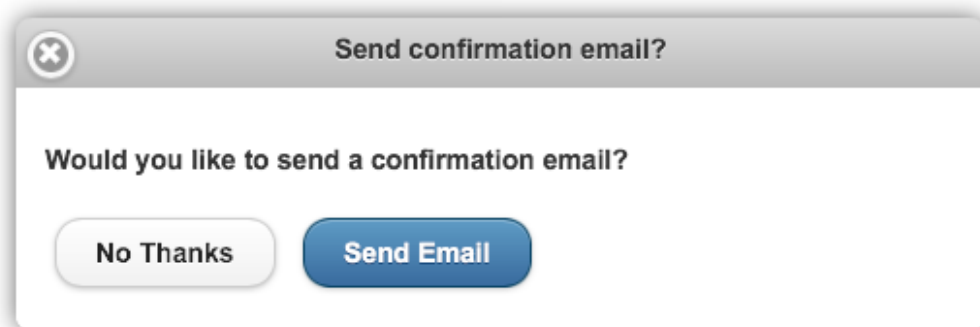


The screenshot shows the ClassMobile Manager interface. On the left, there are class details for 'WAOCFAS, TWOS - Level Tadpole - MP Lane 1 - 0845' and 'WAOCFAS, TWOS - Level Tadpole - MP Lane 2'. A modal window is open for the first class, titled 'WAOCFAS, TWOS - Level Tadpole - MP Lane 1 - 0845'. It displays a table of skills for two students: FOSG, ZOA (304866) and GOUGTBMOP, BSONWA (305066). Each skill has an 'Attained' button next to it. The skills listed are: Torpedo 5 meters, Straight arm freestyle 5 meters no breath, Strong Kick on back without aid, and Bubble and Breathe at wall (no arms).

Student	Skills	Attained
FOSG, ZOA 304866	Torpedo 5 meters	Attained
	Straight arm freestyle 5 meters no breath	Attained
	Strong Kick on back without aid	Attained
	Bubble and Breathe at wall (no arms)	Attained
GOUGTBMOP, BSONWA 305066	Torpedo 5 meters	Attained
	Straight arm freestyle 5 meters no breath	Attained
	Strong Kick on back without aid	Attained

### Sending Skill Emails

You can choose to send an email to the Responsible Person as skills are attained.



### Sending Progress Reports

The PROGRESS REPORT button can be selected for each class.

Back		Skills	
<b>JUSTIN LEE</b>			
Kicking:		Date Attained:	08OCT13
Freestyle and backstroke:		Date Attained:	08OCT13
Butterfly:		Date Attained:	29OCT13
Treading Water and Diving:		Date Attained:	30OCT13
<b>RODRIGO CFAVEZ</b>			
Kicking:		Date Attained:	08OCT13
Freestyle and backstroke:		Date Attained:	08OCT13
Butterfly:			<input checked="" type="checkbox"/> <b>Attain</b>
Treading Water and Diving:			<input checked="" type="checkbox"/> <b>Attain</b>
<b>LIANG, CALVIN</b>			
Kicking:			<input checked="" type="checkbox"/> <b>Attain</b>
Freestyle and backstroke:			<input checked="" type="checkbox"/> <b>Attain</b>
Butterfly:			<input checked="" type="checkbox"/> <b>Progress Report</b>

Last updated: 30/10 06:10:35 am

Select the students you wish to send PROGRESS REPORTS to and the date range of the report.

**Actions for LAWTON, BRAD**

**LAWTON, BRAD - DOLPHIN - TBC 2 - 4:45 pm**

Send Report

JUSTIN LEE

RODRIGO CFAVEZ

From Date

2013-07-01

To Date

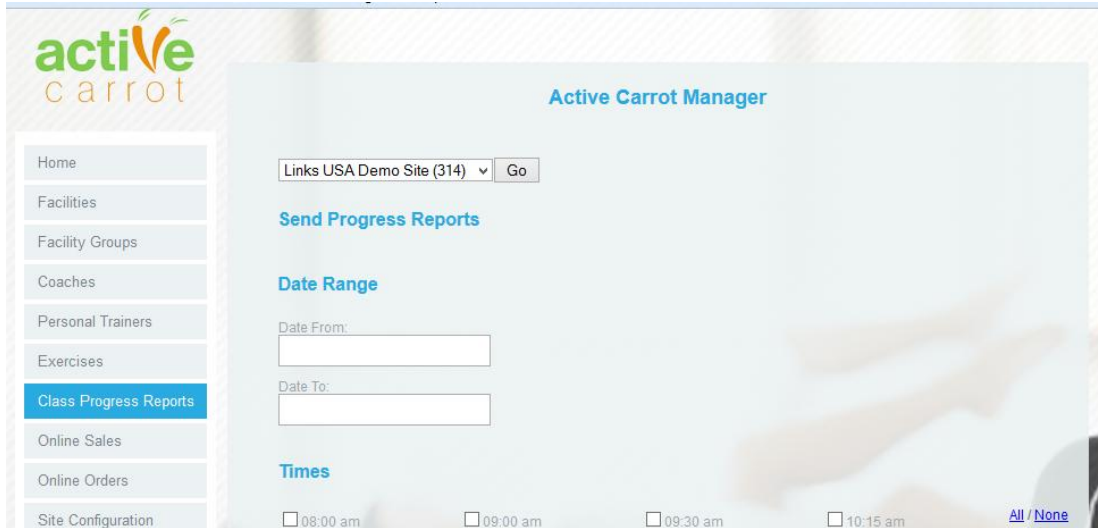
2013-10-29

**Send Progress Report**

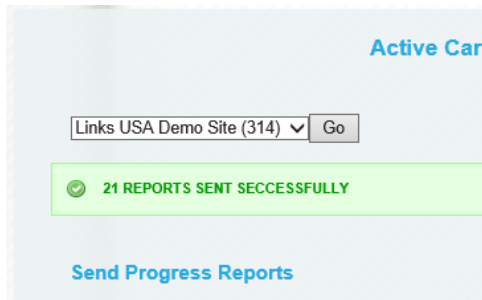
**Cancel**

## Bulk Progress Reports

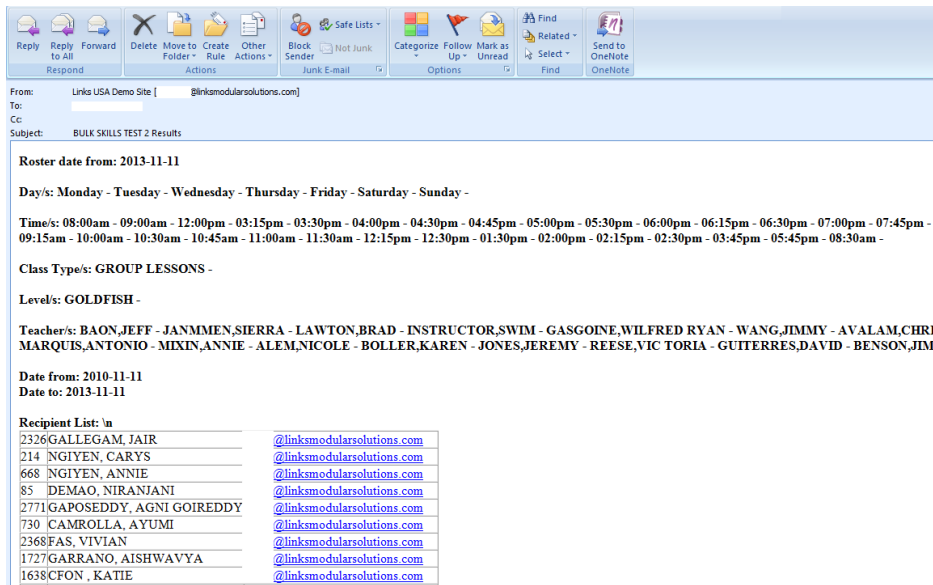
Progress Reports can be sent in bulk from the Manager Portal. Select Class Progress Reports and filter your distribution list by Time/Class Type/Level/Teacher/Days.



You will receive notification of how many emails were sent.



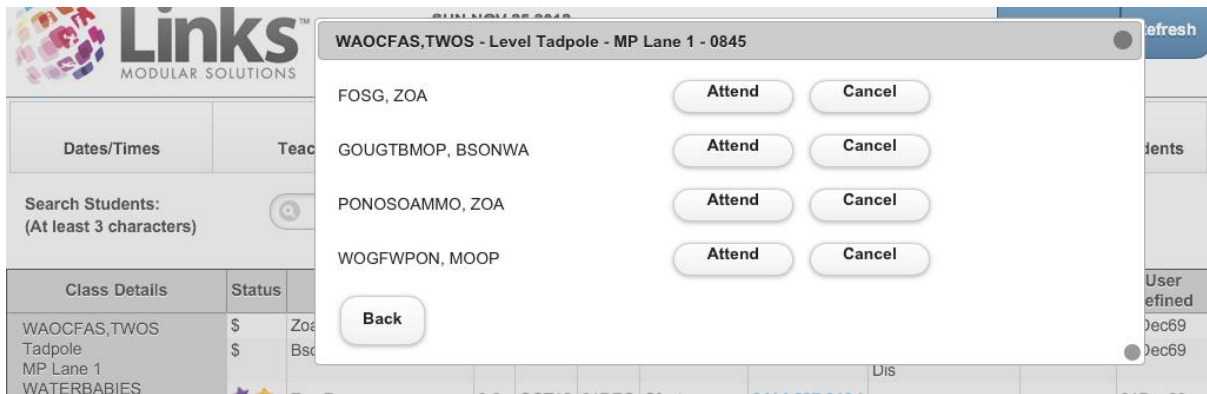
A summary report will be sent to the EMAIL FROM account detailing recipients.



### Recording Attendance

If you don't have check-in at front desk, or your traffic flow management means that customers can get through without checking in, then the attendance feature will be of benefit to you. You can simply select 'Attend' to record an attendance for a student or if a parent communicates to you that they won't be there for a future class you can change your date/times filter and record a cancellation for this date. (Now you know what the week ahead quick button is for!)

Once students are marked attended they display **GREEN**, and cancelled in **RED**







## **Summary**

The ClassMobile applications can save you considerable time in managing your business with Links. The application will be upgraded automatically for you as new versions become available so there is no need for you to do anything. Upgrades will require minimal downtime, and you will be advised of such maintenance periods with at least 30 days notice in all usual circumstances. If an urgent upgrade is required, all effort will be made to complete it out of your operating hours although this cannot be guaranteed.

We hope you enjoy the use of ClassMobile, the start of the Links Mobile solutions!