

A large, light blue, stylized 'e' watermark is centered on the page, serving as a background element.

# Parks and Rec 2.5.2.0 Release Guide

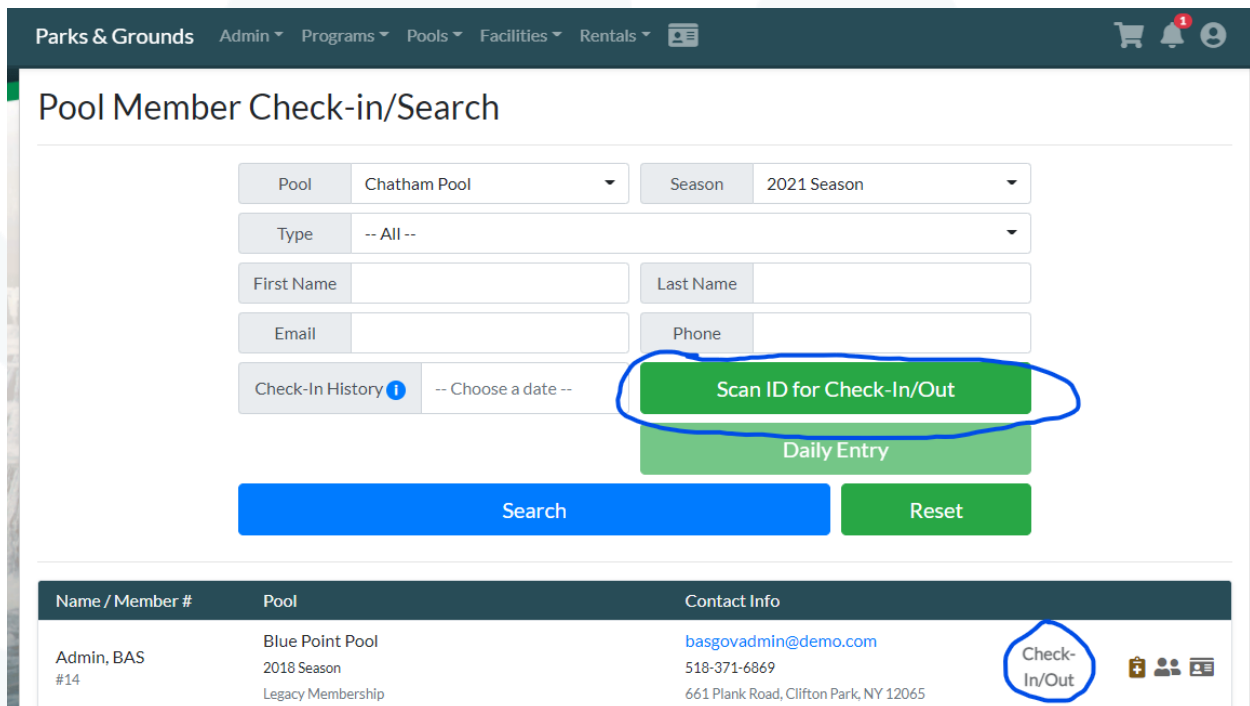
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# Pool Registration

## Check-In functionality

- The ability to check in/out members has been added to the **Member Search** screen. **Member Search** has been renamed to **Member Check-In/Search** and is located under the **Pools** drop-down menu.
- Members can be checked in manually from search results by selecting **Check-In/Out** or by scanning their **ID Card** (figure 1-1).
  - When scanned, a message will show stating that (First Name) (Last Name) has been successfully checked in.
  - If the user is already check in, a message will state that they are already checked in. An option to Check Out will appear as well.
- Both methods of checking out adds a Check Out date/time to the user’s check-in history.
  - The total number of check-ins is reflected on the **Check-In History** page.
- The **Pool Member Check-In/Search** report will include a total number at the bottom of the report for the number of guests and also the total number of guests still checked in to see how many members are still in the facility.



(1-1)

## Daily Entry for Non-Members

- The ability to add a daily fee for guests (not brought by a member) has been added by use of the admin role only. It is located under Admin > Overview > Pools > Select a Pool > Select the newly added **Guest/Daily Fee Setup** tab (figure 1-2).

Daily Weekday Guest Fee

|                |     |    |      |         |    |      |
|----------------|-----|----|------|---------|----|------|
| Pool Guest Fee | Res | \$ | 4.00 | Non-Res | \$ | 6.00 |
|----------------|-----|----|------|---------|----|------|

Daily Weekend Guest Fee

|              |     |    |      |         |    |      |
|--------------|-----|----|------|---------|----|------|
| -- No Fee -- | Res | \$ | 0.00 | Non-Res | \$ | 0.00 |
|--------------|-----|----|------|---------|----|------|

Daily Weekday After Hours Guest Fee/Start Time

|              |             |     |    |      |         |    |      |
|--------------|-------------|-----|----|------|---------|----|------|
| -- No Fee -- | Choose time | Res | \$ | 0.00 | Non-Res | \$ | 0.00 |
|--------------|-------------|-----|----|------|---------|----|------|

Daily Weekend After Hours Guest Fee/Start Time

|              |             |     |    |      |         |    |      |
|--------------|-------------|-----|----|------|---------|----|------|
| -- No Fee -- | Choose time | Res | \$ | 0.00 | Non-Res | \$ | 0.00 |
|--------------|-------------|-----|----|------|---------|----|------|

(1-2)

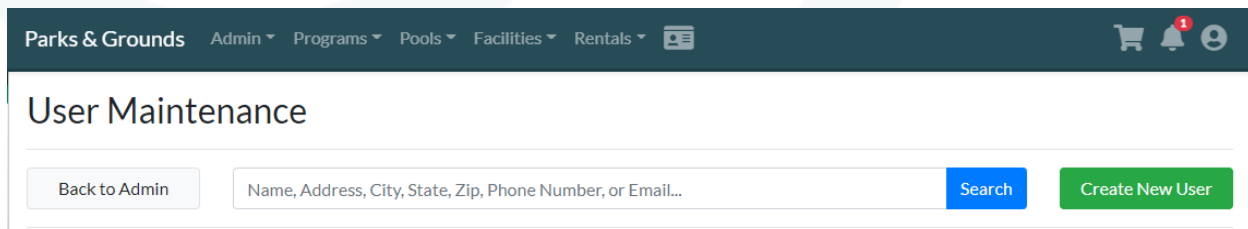
- A new button called **Daily Entry** has been added to the **Member Check-In/Search** screen (seen in figure 1-1). This button will launch a screen that will have the options to enter the following data:
  - Name (required).
  - Phone Number.
  - Address.
  - ZIP.
  - Residency (defaulted to resident with an option to toggle to non-resident).
  - An option to **Save** which will prompt a message on the screen to “Collect (fee amount) for the daily entry fee.”
  - Amount Due (shows the amount due based on residency status, day and time).
  - Save button.
- A toggle option has been added to cycle between searching for **Member Guests** and **Non-Member Daily Entry** called “Member Guests” or “Non-Members” for both Pool Staff and Admin roles. The search options for **Daily Entry Search** when the toggle is set to “Non-Members” are:
  - Pool Name (defaulted to all).
  - Pool Season (defaulted to all).
  - Date From.
  - Date To.
  - Name.
- The results grid will show:
  - Name.
  - Pool.
  - Season.

- Contact Info – lists the phone number and address.
- Check-In Time.
- When the “Non-Member” toggle is set, the import guest fees option will show as “Import Non-Member Fees” for Admin roles only. Once selected the following search fields will display:
  - Pool Name (defaulted to all).
  - Season (defaulted to all).
  - From Date/time (defaulted to 12 am of the prior day).
  - To Date (defaulted to 12 am of the current date).
  - Search Button (will pull up all people who entered the pool using the daily entry option).
- The results grid will show:
  - Name.
  - Pool (name of the pool and season name beneath it).
  - Contact Info (lists the phone number and address).
  - Amount (amount they paid).
  - Is Imported indicator (will indicate if any transaction in that range were already imported).
  - Delete option (only non-imported records can be deleted).
  - Import Daily Entry Fees Button (all fees in the search that are not imported would be imported with this option. The total fee amount will be listed above the import button).

## Maintenance

### Addition of Address to User Maintenance

- The ability to search by address (street, city, zip, etc.) has been added under Admin > Users (figure 1-3).



(1-3)

- Fields to search by address (address, city, state, zip, etc.) have been added to the **ID Card** search under Admin > Overview > ID Cards > Search (figure 1-4).

### ID Card Search

|                |            |
|----------------|------------|
| First Name     | Last Name  |
| Address        | City       |
| State          | Zip Code   |
| Issued From    | Issued To  |
| Expires From   | Expires To |
| Classification | Card #     |

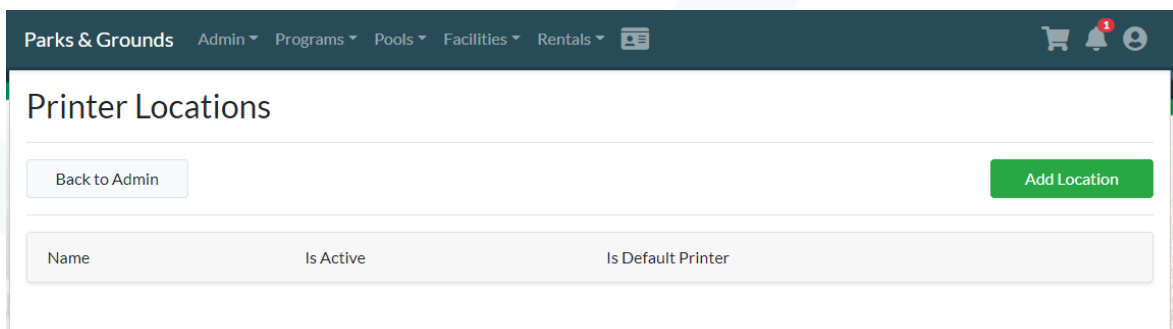
Search
Reset

(1-4)

## ID Cards

### Printer Location for selection of ID printer

- The option to choose printer location for use of multiple printers has been added under Admin > Overview > ID Cards > Printer Locations (figure 1-5).
- The Printer location screen will display a list of any existing printer locations that have been added. When clicked, they can be edited or inactivated. A new printer location can be added by selecting the **Add Printer Location** button.
- When adding or editing a printer the following options are available (figure 1-6):
  - Printer Location name.
  - Active switch.
  - Default Location (only one location can be set to the default at a time).
  - Save button.
- **Note: The printer’s name set on the Printer Preferences screen must match the Printer Location name. This will require editing the printer’s name after the Printer Locations are configured.**



(1-5)

Parks & Grounds Admin Programs Pools Facilities Rentals

## Add Printer Location

[Back to Locations](#)

Printer Location Name

Is Active  
 On

Is Default Printer  
 Off

[Save](#)

(1-6)

## Reports

### Pools – Include membership totals on the excel report

- The **Pool Members Report** includes a summary total at the bottom of the report for each type of membership (figure 2-1). This summary has been added to the Excel export.

| Borough of Metuchen, NJ<br>Pool Members Report<br>Date Range: 05/07/2021 - 05/10/2021                      |   |                                     |              |                            |                 |
|--|---|-------------------------------------|--------------|----------------------------|-----------------|
| Name / Member #  | Membership Type                                     | Address                             | Phone Number | Email                      | Date Registered |
| Ashley Yerovi Isaacson #765  | 2021 Early Reg - Resident Family Membership         | 3 ferndale place Metuchen, NJ 08840 | 908-358-6025 | ayerovi88@gmail.com        | 05/07/2021      |
| Ray Zaniewski #882   | 2021 Early Reg - Resident Senior Citizen Membership | 39 Rayle Ct NJ - Metuchen, NJ 08840 | 732-548-9324 | rzaniewski@aol.com         | 05/09/2021      |
| Catalina Zaratiegui #788   | 2021 Early Reg - Resident Family Membership         | 25 barnstable st Metuchen, NJ 08840 | 631-223-5116 | mikel.zaratiegui@gmail.com | 05/08/2021      |
| Jon Zaratiegui #789  | 2021 Early Reg - Resident Family Membership         | 25 barnstable st Metuchen, NJ 08840 | 631-223-5116 | mikel.zaratiegui@gmail.com | 05/08/2021      |
| Miguel Zaratiegui #790   | 2021 Early Reg - Resident Family Membership         | 25 barnstable st Metuchen, NJ 08840 | 631-223-5116 | mikel.zaratiegui@gmail.com | 05/08/2021      |
| <b>Membership Type Totals</b>  |   |                                     |              |                            |                 |
| 2021 Early Reg - Non-Resident Senior Citizen Membership - 7  |   |                                     |              |                            |                 |
| 2021 Early Reg - Resident Family Membership - 140 members  |   |                                     |              |                            |                 |
| 2021 Early Reg - Resident Family Plus Membership - 4 membe   |   |                                     |              |                            |                 |
| 2021 Early Reg - Resident Individual Membership - 2 members  |   |                                     |              |                            |                 |
| 2021 Early Reg - Resident Senior Citizen Membership - 7 mem  |   |                                     |              |                            |                 |
| <b>Metuchen Municipal Pool Memberships - 2021 Metuchen Municipal Pool Summer Season Total Members: 160</b> |   |                                     |              |                            |                 |

(2-1)

## Pool Member Check-In Report

- The Pool Check-In Report will have the following criteria options to select before generating the report:
  - From and To Date (defaulted to current date).
  - Pool Name (defaulted to All but allows for the selection of any number).
  - Pool Season Name (defaulted to All but allows for the selection of any number).
- Report Columns:
  - Member Name.
  - Check In Date/Time.
  - Check Out Date/Time.
  - Membership Type.
  - Phone Number.
- If multiple pools and or pool season are selected the report will subgroup by each pool season selected and will list the Pool Name, Season and a subgroup with a total for each subgroup. A grand total will be listed at the bottom of the report.