



# Dojo Database

RESTRICTED - COMMERCIAL  
© 2018 OfficeCraft Ltd

This document and the information contained herein are the property of OfficeCraft Ltd. It must not be reproduced in whole or in part or otherwise disclosed without the prior written consent of OfficeCraft Ltd. Additional copies may be obtained by application to the Documentation Controller, OfficeCraft Ltd.



# Table of Contents

<b>1 User</b>	<b>1</b>
1.1 Introduction .....	1
1.2 Registration .....	1
1.3 Login .....	2
1.4 Forgot Password .....	4
1.5 Home Page .....	5
1.6 Member Page .....	6
Next Grading Overview .....	8
Edit Member Details .....	9
1.7 User Details .....	10
Update Your Details .....	11
Email Preferences .....	12
Change Password .....	13

# 1 User

## 1.1 Introduction

The Dojo Database is used to maintain member training records and details.

Registered users can log on and view own details and details for associated members.

There is also the ability to manage email preferences.

## 1.2 Registration

Fill the registration page.

Email, name and password is mandatory

Passwords must be 6 characters or more containing upper and lower case letters, numeric and special characters.

Once you have registered you will be sent a confirmation email. If you can't find the email, please check you spam folder,.

## Register

Email

Firstname(s)

Surname

Address

Mobile

HomeTel

WorkTel

**Terms and Conditions**

Please confirm that we can contact you at your given email address. Your details will not be released to 3rd parties.

Accept

Passwords must be 6 characters or more containing upper and lower case letters, numeric and special characters.

Password

Confirm password

### 1.3 Login

Use the login from to gain access to the website.

If you have forgotton your password use the [Forgot Your Password](#) link to reset.

## Log in

Email

Password

Remember me?

[Log in](#)

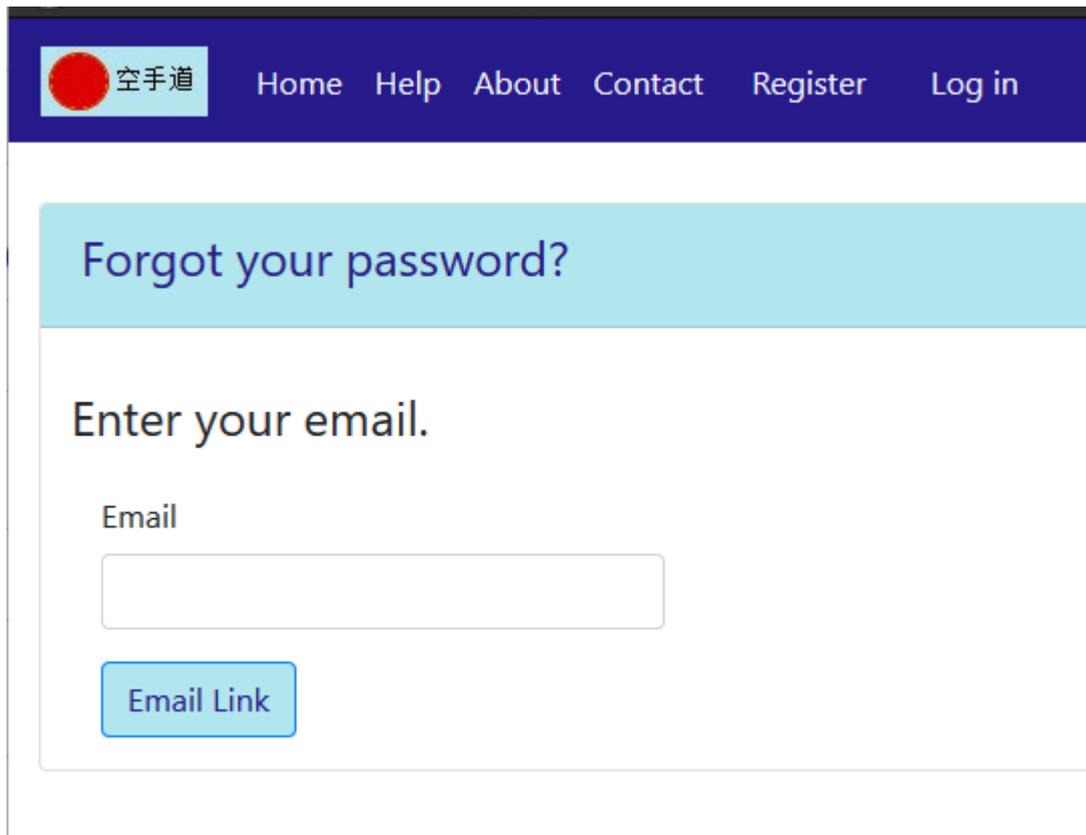
[Register as a new user](#)

[Forgot your password?](#)

## 1.4 Forgot Password

Use the forgot password option to reset your password.

An email will be sent containing a link to a page where the password can be reset. If you can't find the email check your spam folder.



The screenshot shows a web page with a dark blue header. On the left of the header is a red circle logo with the text '空手道'. To the right of the logo are navigation links: 'Home', 'Help', 'About', 'Contact', 'Register', and 'Log in'. Below the header is a light blue banner with the text 'Forgot your password?'. Underneath the banner is the heading 'Enter your email.' followed by a label 'Email' and a text input field. Below the input field is a blue button with the text 'Email Link'.

## 1.5 Home Page

Once logged in you will be taken to the home page.

Here you will be see a list of members you are associate with.

Clicking on a member will take you to the [member page](#) <sup>6</sup>.



Welcome - Dave User

Members

[Frodo Baggins](#)

## 1.6 Member Page

The member page shows details for the member.

### Details

Details shows the members name, license details and date of birth. Click [edit](#) <sup>9</sup> to edit the details.

### Contacts

This shows a list of contacts who can log on top the system and view member details.

### Sessions

This shows a list of sessions trained. These can be club sessions and external sessions. External sessions could be black and brown belt courses or visits to another club.

### Clubs

This show a list of clubs for the member. A member will have a primary club, this is the club where the main teaching and gradings are done. A member may also join other clubs as a secondary club. This would only be done for clubs the member trains regularly.

### Grading History

This is a list of gradings for the member.

### Next Grading Overview

This shows a graph of sessions trained since the last grading or when the member started. This is used by a Sensei to help in assessing whether a student has trained enough to grade.

Click on [View](#) <sup>8</sup> to see more details.

## Member - Frodo Baggins

### Details [Edit](#)

**Grade**  
8th Kyu

**Licence no.**  
xx1234/18

**Licence exp.**  
10/09/2018

**Date of Birth**

### Contacts

Dave User Craggs

David Craggs

Dave Sensei Craggs

### Sessions

Wed 12/09/18	Hobbiton Village Hall
Fri 07/09/18	Hobbiton Village Hall
Wed 05/09/18	Hobbiton Village Hall
Mon 03/09/18	Hobbiton Village Hall
Wed 29/08/18	Hobbiton Village Hall
Mon 27/08/18	Hobbiton Village Hall
Tue 14/08/18	Hobbiton Village Hall
Wed 08/08/18	Hobbiton Village Hall
Fri 03/08/18	Hobbiton Village Hall
Wed 01/08/18	Hobbiton Village Hall
Wed 25/07/18	Hobbiton Village Hall
Tue 24/07/18	Another Dojo
Fri 20/07/18	Hobbiton Village Hall
Fri 13/07/18	Hobbiton Village Hall

Page (1 of 1) 1

### Clubs [Edit](#)

Hobbiton Primary

### Grading History

08/08/2018 8th Kyu

13/07/2018 9th Kyu

### Next Grading Overview [View](#)



## 1.6.1 Next Grading Overview

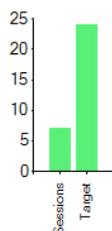
This gives an overview on how training is going.

### Grading Overview - Frodo Baggins

#### Grading History

08/08/2018	8th Kyu
13/07/2018	9th Kyu

#### Sessions Target For Grading



The target is ideally the number of times we would like you to have trained before your next grading.

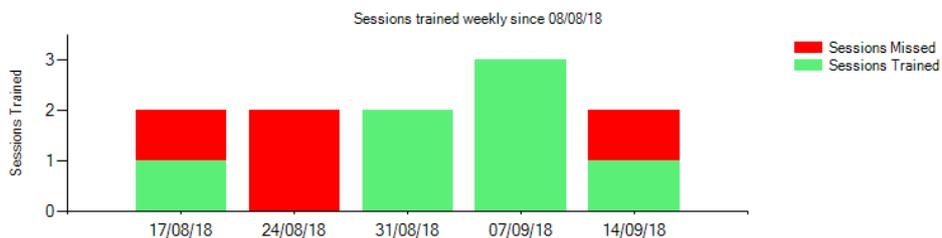
Please note, this is a guideline. Your Sensei will need to assess whether you are ready to grade or not.

You need to train another 17 times to reach your target

### Next Grading Overview

This shows the number of times you have trained since your last grading.

Ideally you should train at least twice a week, so the less red the better.



[Back to details](#)

## 1.6.2 Edit Member Details

Here you can update member names, license details and date of birth.

 空手道 [Home](#) [Help](#) [About](#) [Contact](#) Hello Dave User! [Log off](#)

### Edit

Firstnames

Surname

Licence no.

Licence exp.

Date of Birth

[Back to List](#)

## 1.7 User Details

Clicking on the Hell menu takes you to the Manage User Details Page.

here you can [update your details](#)<sup>[11]</sup>, change your [email preferences](#)<sup>[12]</sup> and [reset your password](#)<sup>[13]</sup>.



### Manage

**Change your account settings**

- [Update Details](#)
- [Email Preferences](#)
- [Change your password](#)

## 1.7.1 Update Your Details

### Update Details

First Names

Surname

Select address

Mobile

HomeTel

WorkTel

Update

## 1.7.2 Email Preferences

Here you can subscribe and unsubscribe from email updates from your clubs.

 空手道 [Home](#) [Help](#) [About](#) [Contact](#) Hello Dave User! [Log off](#)

### Email Preferences for Dave User Craggs

Club	
Mordor	<a href="#">Unsubscribe</a>
Hobbiton	<a href="#">Subscribe</a>

### 1.7.3 Change Password

 空手道 [Home](#) [Help](#) [About](#) [Contact](#) [Hello Dave User!](#) [Log off](#)

## Change Password

Current password

New password

Confirm new password

[Change password](#)