

Activity Section Management

Vermont Systems CYMS 3.1 Training

7/7/2023

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Logging In and Navigation

Signing in to the RecTrac 3.1 CYMS

The newest version of CYMS is a module within the web-based RecTrac 3.1 platform. Vermont Systems recommends using the Chrome or Firefox browser to access RecTrac 3.1.

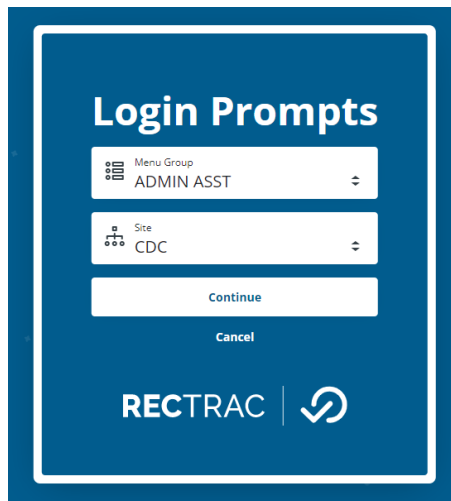
Username: Your Army email alias*

*The alias is everything before the @army.mil

Password: password

***Please Note:** You're welcome to change your password. You'll be able to do this by clicking on the User Details section of the sidebar menu.*

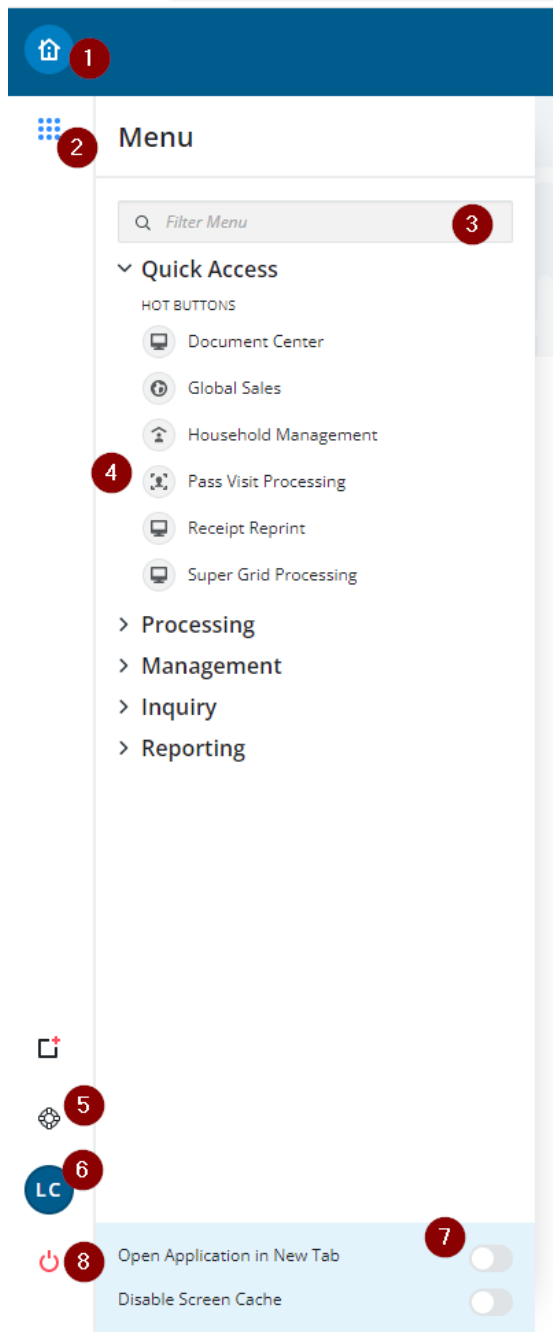
For this training, please sign in using the **Admin Asst** user group and **CDC** site.



When prompted, please leave your starting cash at \$0.00 and continue. The PCS Admin user group is configured to start a transaction batch when you log in.

The RecTrac Menu

Access to all RecTrac 3.1 programs and components is done through the menu on the left side of the screen. To open your RecTrac menu, click on the waffle (2) in the upper left.



Menu Components

1 – **Home Button:** Use this button to take you back to the home screen where you can see all of your favorites.

2 – **Waffle:** Use this button to expand the menu and see the menu buttons.

3 – **Menu Search:** Type in the name, or partial name, of any menu button and it will pop up below.

4 – **Menu Buttons:** All the components a user has access to will show as menu buttons. Click the menu button to open the target program.

5 – **Support Button:** Access the in-application help from here.

6 – **Session Information Button:** This button should show your own initials. Click on it to see the Username, User Group, Site, Drawer Number, and Batch you are currently logged into. This is also where you change your password.

7 – **New Tab Slider:** Turn on the slider before clicking a menu button if you already have that program open and you want to open a second instance.

***For Example:** A user can have Household Management open, and using this slider, open a second tab of Household Management so they can work on two households at once.*

8 – **Logout Button:** Click this button to log out. When you do, the system will prompt you to close your batch.

Activity Section Management

Activity Code	Section	Status	Site Code	Short Description	Type	SubType	Category	Location	Facility	Begin Date	End Date	Begin Time	End Time	Min Count
2ARL001	99	Active	S95	SKIES Tap/Ballet (Ages 3-5) TH-F	Arts-Recreation...	Dance	SKIES-Instructio...	MST	ROOM_MST_DANCE	10/20/2022	12/23/2022	13:00	13:30	0
2CLN001	01	Active	S92Y	YSF Swim (Ages 3-5) T-TH	Clinic	Swimming	YSF	MST	POOL_MST_SWIM	10/04/2022	11/24/2022	12:00	12:30	2
2CLN001	24	Active	S92Y	YSF Swim (Ages 3-5) M-W	Clinic	Swimming	YSF	MST	POOL_MST_SWIM	11/02/2022	11/23/2022	12:00	12:30	2
3ARL001	01	Active	S95	SKIES Band (Ages 11-18) T-TH	Arts-Recreation...	Music	SKIES-Instructio...	MST	ROOM_MST_MUSIC	01/03/2023	03/02/2023	17:30	18:30	0
3CLN002	01	Active	S92	Violin (Ages 10-14) T-TH	Clinic	Music	MST	MST	ROOM_MST_MUSIC	11/01/2022	12/15/2022	16:00	17:30	2
3YST001	07	Active	S92Y	YSF Basketball (Ages 13-18) M-F	YSF Sports - Team	Basketball	YSF	MST	BLDG_MST_GYM2	01/10/2023	03/10/2023	17:30	19:30	5
3YST003	20	Active	S92Y	YSF Indoor Soccer (Ages 5-6) F-SA	YSF Sports - Team	Soccer	YSF	MST	BLDG_MST_GYM1	01/06/2023	03/04/2023	14:30	15:30	10
5FCC004	01	Active	S94	Tesson, Dad	CARE - FCC		FCC	TESTS-DA	FCC_TESTS-DA_FCC	12/08/2022	09/30/2023	00:00	23:59	0
5FTC001	01	Active	S90	FD (Inf) Rm 5	Care - Full-Time		CDC	CDC	ROOM_CDC_05	10/01/2022	09/30/2023	05:45	18:00	0
5FTC001	03	Active	S90	FD (Inf) Rm 3	Care - Full-Time		CDC	CDC	ROOM_CDC_03	10/01/2022	09/30/2023	05:45	18:00	0
5FTC002	02	Active	S90	FD (PT1) Rm 3	Care - Full-Time		CDC	CDC	ROOM_CDC_03	10/01/2022	09/30/2023	05:45	18:00	0
5FTC003	02	Active	S90	FD (PT2) Rm 1	Care - Full-Time		CDC	CDC	ROOM_CDC_01	10/01/2022	09/30/2023	05:45	18:00	0
5FTC004	03	Active	S90	FD (Tod) Rm 1	Care - Full-Time		CDC	CDC	ROOM_CDC_01	10/01/2022	09/30/2023	05:45	18:00	0
5FTC005	03	Active	S90	FD (PS) Rm 2	Care - Full-Time		CDC	CDC	ROOM_CDC_02	10/01/2022	09/30/2023	05:45	18:00	0
5SFH001	02	Active	S92	MST Open Rec	Sports-Fitness...	Other	MST	MST	COURT_MST_GYM3	10/01/2022	09/30/2023	00:00	23:59	0
6BAC001	02	Active	S91	Before School SAC Rm 104	Care - Before-Af...	Before School	SAC	SAC	ROOM_SAC_104	10/01/2022	09/30/2023	05:45	12:00	0
6BAC002	02	Active	S92	Before School MST Gym 2	Care - Before-Af...	Before School	MST	MST	BLDG_MST_GYM2	10/01/2022	09/30/2023	05:45	12:59	1
6BAC005	02	Active	S91	After School SAC Rm 103	Care - Before-Af...	After School	SAC	SAC	ROOM_SAC_103	10/01/2022	09/30/2023	12:01	18:00	0
6LCL001	65	Active	S95	SKIES Code Lab (Ages 6-18) M-W-F	Life Skills-Citize...	Life Skills	SKIES-Instructio...	MST	ROOM_MST_LAB	10/03/2022	09/29/2023	15:00	16:30	0

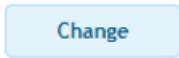
An unfiltered Activity Section Datagrid

Selecting An Activity Section

Click on **Activity Section Management** in the RecTrac menu. Use the Menu Search to help locate the button if desired. The Activity Section Management button will open a Datagrid containing activity sections in a new panel. It is best practice to use one or more filters to locate the desired section.

Activity Section Datagrid Filters

Use the Datagrid filters to locate the desired section. Select the section and Click the **Change** button in the bottom left of the screen. This will open the activity section with editable options. Whenever a section is opened there are several pages to view at the top of the screen.



Activity Section Update - 2ARL001 - 99

Core Fees Rules Comments

Each of the pages have different options. The Sections that follow will assume that the desired activity has already been selected for changes.

Changing Core information

Activity Section Update - 2ARL001 - 99

Core Fees Rules Comments

Activity Section Update - 2ARL001 - 99 - SKIES Tap/Ballet (Ages 3-5) TH-F

Site Details

Site Code ⓘ S95	Site Area ⓘ Garrison	Site Category ⓘ CYMS
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Core Settings

Activity Code * ⓘ 2ARL001	Section * ⓘ 99	Long Description ⓘ SKIES Tap/Ballet (Ages 3-5) 1300 TH-FR	Short Description ⓘ SKIES Tap/Ballet (Ages 3-5) TH-F
Display Section On Web ⓘ No	Facility ⓘ ROOM_MST_DANCE	Season ⓘ Fall	Year ⓘ 2022
Begin Date ⓘ 10/20/2022	End Date ⓘ 12/23/2022	Begin Time ⓘ 13:00	End Time ⓘ 13:30
<input type="checkbox"/> Monday ⓘ <input type="checkbox"/> Tuesday ⓘ <input type="checkbox"/> Wednesday ⓘ <input checked="" type="checkbox"/> Thursday ⓘ <input checked="" type="checkbox"/> Friday ⓘ <input type="checkbox"/> Saturday ⓘ <input type="checkbox"/> Sunday ⓘ			
Status ⓘ Active	Minimum Count ⓘ 0	Overall Max Count ⓘ 30	Maximum Waitlist Count ⓘ 0

Activity Section Core information

The Core information page shows the bulk of the section settings. Any field on the screen that is greyed out cannot be changed. The only changeable fields in the sample picture are Overall Max Count and Maximum Waitlist Count. Place the cursor in the field desired and Type in a new number. Click **Save** in the bottom right corner of the screen to complete the changes.

Changing Fees

These menus will not have access to change a fee. Fees can be viewed on the fee tab just like Section Inquiry.

Changing Rules

Activity Section Update - 2ARL001 - 99

Core Fees Rules Comments

Activity Section Update - 2ARL001 - 99 - SKIES Tap/Ballet (Ages 3-5) TH-F

Options Templates (0) Refresh Rules 1 to 3 of 3 (Filtered from 3)

Linked To	Linked Description	Rule Description	Rule Option	Status	Tran Type	Rule Group	Rule O/Ride Opt	Criteria Description
Activity	SKIES - Tap/Ballet (Ages...	Pass Required	Allow	Active	Purchase		Override With Righ...	At least 1 current membership per family member from this pass code list, valid on transaction date.
Activity	SKIES - Tap/Ballet (Ages...	Ages between 3 through 5.99	Allow	Active	Purchase		Override With Righ...	Age older than or equal to 3.00 and younger than or equal to 5.99. The date used for calculating the age is Transa
Parent Module	Activity Enrollments	CYS Pass Required	Allow	Active	Purchase		Warning	

Change Rule

A Rule tab without any changeable rules.

Activity Section Update - 2CLN001 - 24 - YSF Swim (Ages 3-5) M-W

Options Templates (1) Refresh

Linked To	Linked Description	Rule Description	Rule Option	Status	Tran Type
Activity	Semi-Private Swim (Ag...	Pass Required	Allow	Active	Purchase
Activity	Semi-Private Swim (Ag...	Ages between 3 through 5.99	Allow	Active	Purchase
Parent Module	Activity Enrollments	CYS Pass Required	Allow	Active	Purchase
Section	YSF Swim (Ages 3-5) M-W	Pass Required	Allow	Active	Purchase
Section	YSF Swim (Ages 3-5) M-W	Ages between 5 through 18	Allow	Active	Purchase

Rules That can be modified. Note the different shades emphasized in the text

Rules can only be changed if they are not greyed out. To change a rule, select the rule in the Datagrid and Click **Change Rule**. A menu will be brought up to review some basic settings of the rule and there will be a Datagrid for available criteria.

Change Rule

Rule Details

Rule Description (1) Ages between 5 through 18

Rule Option (1) Allow

Transaction Type (1) Purchase

Rule Group (1) N/A

Status (1) Active

Rule Override Option (1) Override With Rights

Custom Rule Display (2) Plain Text Editor

0 of 30000

Focus on the Rule Description field and the Custom Rule display. It is very likely that the other fields are set correctly and would only be changed through specific instructions. The first and second field noted above, would be changed based on the settings of the criteria if Changes are made in the next section.

Options		Templates		(0)		Refresh		Linked Criteria		1 to 1 of 1 (Filtered from 1)	
Order	Other Criteria	Description	Fix...	Criteria Values							
1	Age	Age between 5 through 18	<input type="checkbox"/>	Age older than or equal to 5 and younger than or equal to 18. The date used for calculating the a							

Change Delete

Select the Rule and Click **Change**. This will open a menu to adjust the limits of the criteria. In the example below this is a rule for ages. The criteria will accept Ages 5-18 if the participant is that age when the activity begins. Criteria can be tricky, if the person is 18 and a few days older, then they would be rejected as they are technically 18.XX. It would be important to set the End Age to 18.99 to cover any participant that is 18. The description in the field will show a more friendly explanation for the end users. That is fine to leave as “Age between 5 through 18.”

Criteria Update
i ? x

Age Range

Begin Age ⓘ

End Age * ⓘ

Aging Date Option * ⓘ

Search Results Display ⓘ

Description ⓘ

Order ⓘ

Fixed? ⓘ

Not Mode ⓘ

.roll me

Age Criteria Settings

Click **Save** to complete the criteria change and then Click Save again to complete the rule change. A final **Save** when on the Rules tab will complete back to the Activity Section Listing.

Changing Comments

Select the comments tab and enter the text in the desired comment text box. Click **Save** in the bottom right to complete the changes.

Activity Section Update - 2CLN001 - 24 - YSF Swim (Ages 3-5) M-W

Comments

Brochure Text ⓘ

Plain Text Editor

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Comment Text ⓘ

Plain Text Editor

Semi Private Swim Lessons (5+) M-W 1810 - 1840.

Swim Lessons will take place Monday and Wednesday from 1810 - 1840 at Eyster Pool, 6940 Warren Rd.

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Roster Text ⓘ

Plain Text Editor

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Tickler Text ⓘ

Plain Text Editor

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