

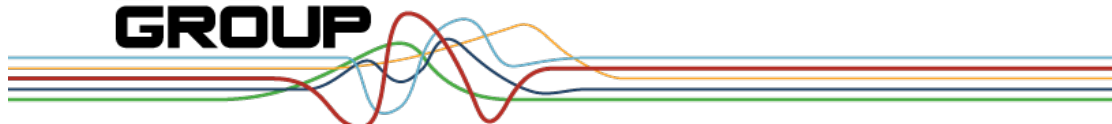
VANQUISH

Vanquish User Guide

Table of Contents

User Summary	2
Groups in view:	2
Fitness Status:	2
Dashboard	2
Inbox.....	2
Contacts.....	2
Schedule.....	3
Activity Box	3
Quick Links	3
Message Centre	4
Message List	4
Message Window	4
Message Folders	5
New Message	5
Schedule	6
Adding items to the schedule	6
File Manager	8
Create new folder.....	8
Edit Folder	8
Upload a new file.....	8
Edit File	9
Delete File	9
Move or Copy File	9
Profile	10

**INTO
SPORT
GROUP**



VANQUISH

User Summary

On each page beneath the main navigation menu is a user summary box providing quick access to the user profile, filtering of groups in view and selection of fitness status.

Groups in view:

By default a user is a member of the account group and their own personal group. When other groups are created a user may also be invited to join some of these as well. The edit groups in view function allows a user to hide/show information relating to specific groups. The coloured dots next to the group represent the group's colour.

Fitness Status:

The Fitness Status select tool allows a player/athlete to record their current fitness status. By default the status is set to fit and training. Changing the status will load a popup box with a date picker. The new status will run from that date until changed again.

Dashboard

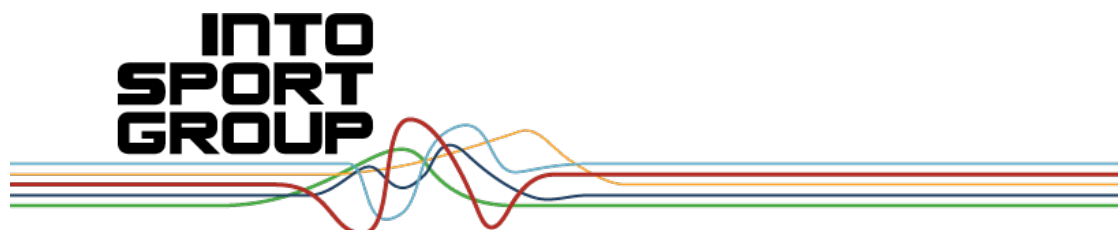
The user dashboard is start point for activity on the platform. The dashboard enables a user to view:

Inbox

The Inbox provides a summary of messages in a users inbox. The coloured dot indicates which group the message is related to. Clicking on a users name will load a popup summary box of that user with links to their profile. Clicking on the Subject title of a message will load a popup summary of the message with links to reply, forward and delete it.

Contacts

A list of contacts detailing Name, Group, Last Login Date and Role Type. Quick links are also provided to view a users profile, send a message to a user and add a user to a contact list.



VANQUISH

Schedule

The Schedule box provides a fortnightly overview of items in the Schedule and also an indicator of fitness status (represented by a coloured line). There are also quick links to add events to the Schedule.

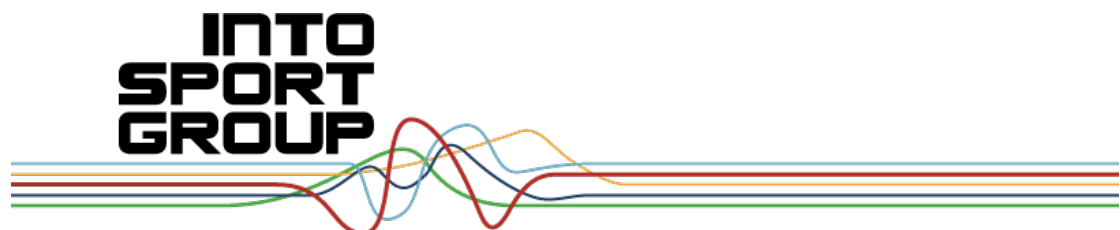
Items in the Schedule are colour coded with the relevant group colour. The grey items indicate items belonging to the user only. Clicking on an item in the Schedule will load a popup box with a summary of that activity. If the user owns the item there will be a link to edit the item.

Activity Box

The Activity Box displays activities that are in the schedule for the current day or all future activities.

Quick Links






The Quick Links box provides quick links to various items and the Group home pages.



VANQUISH

Message Centre



The Message Centre has all the usual features of a standard email platform except that a user can only contact other users within the Vanquish platform.

-  New message
-  Reply to sender
-  Reply to all
-  Forward message
-  Delete message

Message List

Messages are listed by date received and by newest to oldest but this can be changed by clicking on the column header.

Messages that are unread are marked in bold with the number of unread messages indicated next to the mailbox folder.

Messages are marked with a coloured dot to indicate which group it relates to. Messages that have been replied to or forwarded are marked with  and  respectively.

Messages can be flagged by selecting 'Mark as Flagged' from the drop down select box or by clicking in the flag column of the message.

Messages that include attachments are indicated with  icon.

Multiple messages can be selected using the checkbox in the message row. All messages can be selected by clicking the checkbox in the header row. Messages can then be moved to a folder or deleted.

Message Window

The message window shows the body of the message and, if there are attachments, links to those attachments.

A profile summary of the sender can be viewed by clicking on the sender's name.

**INTO
SPORT
GROUP**





VANQUISH

Message Folders

There are four standard mailbox folders; Inbox, Draft Items, Sent Items and Deleted Items. Items that are deleted are moved to the Deleted Items folder. They can be moved back to the Inbox or to a 'My Message Folders' folder by selecting the message and using


New Message

A new message can be composed by clicking on the  icon. Add recipients by clicking 'Add Recipients' – a popup box will load with the list of contacts.

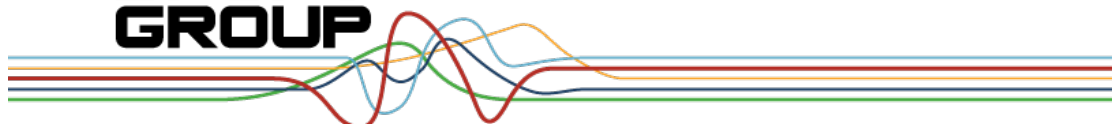
To add attachments, can click on either the 'Add Attachment(s)' button or the paperclip icon . This will load a popup box that will allow a file to be uploaded.

The message priority can be set by using the priority drop down list – low, normal (default) or high.

A message can be saved as a draft by clicking on either the 'Save as draft' button or the  icon.

To send a message click on either 'Send message' or the  icon.

**INTO
SPORT
GROUP**



VANQUISH

Schedule

The Schedule contains personal training logs as well as past, present and future activities.

Items on the Schedule are colour coded with the related groups colour. A grey box indicates an item belonging/created by the user.

There are 4 different schedule views; List, Day, Week and Month (Default). The views can be accessed using the control bar as shown below. Previous or next day, week or month can be viewed by clicking on the arrows either side of the bar.



List View – shows all upcoming items in the schedule

Day – shows items on a specific day. Items in the top row are all-day or non-time based activities. Items owned by the user can be moved on the calendar by holding the button on the mouse and dragging. Clicking and dragging the bottom of the item will change the activity length.

Week – shows items on specific week and works the same as the day view.

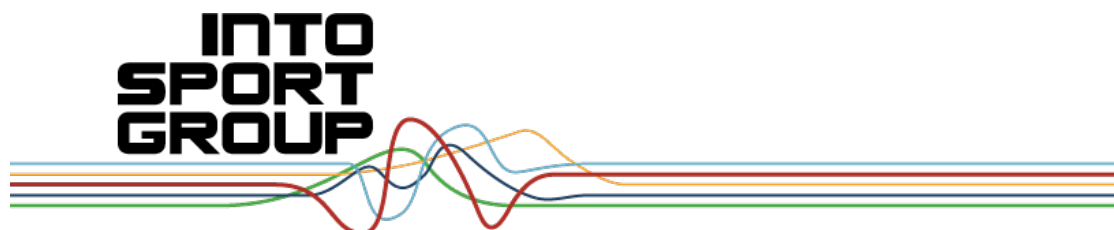
Month – the default view. Shows all items on a specific month. This includes all-day, non-time and time related items. Items owned by the user can be moved around but the activity length cannot be altered in this view. The coloured line above a day indicates the fitness status on that particular day.

A detailed view of a schedule item can be viewed by clicking on that item. A popup window will appear with that items information. If the user owns the item, an edit button will be visible.

Adding items to the schedule

To add an item to the schedule, click on one of the Add buttons in the left-hand column.

Add Event – adds future or past item to the schedule. Use this button to record activities like exams, school and college commitments, family holidays and any other events that you think coaches should know about.



VANQUISH

Add Log Entry - adds training logs and match reports. The log entries are created using a series of templates and notes can be added to each entry using the box at the bottom.

Add Lifestyle Entry – enter full details of any Injury or Illness.

Schedule Entry Forms

Forms will load dynamically depending on selections made. To submit a form:

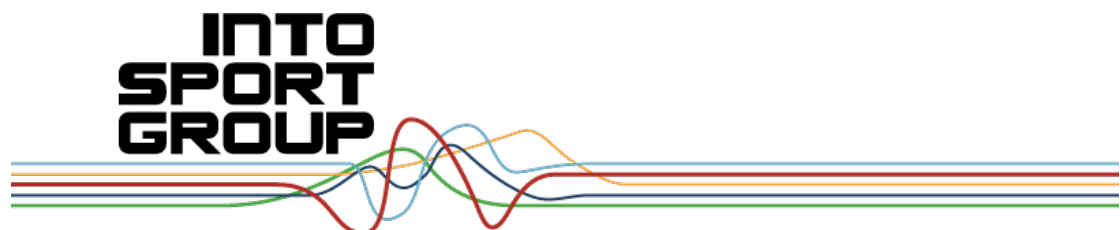
- First select the group the item relates to
- Choose the type of item
- Select and complete all following options/fields
- Save Draft, Publish or Cancel the form

Save to Draft – adds the item to the users schedule but is not visible to any coaches.

Publish to Schedule – coaches can now see item in users schedule.

Cancel – exits without saving.

Items can be edited or deleted once published to the Schedule. Click on the Edit button in the popup event window to access the items form again.



VANQUISH

File Manager

The file manager contains all a users folders and files. It also displays folders and files related to groups that a user is a member of. To filter the Group folders, simply check/uncheck the box next to the group name.


Create new folder

To create a new folder, click on the  icon. A new page will load where the following information is required:


- Folder a name
- Parent directory – where the folder is be created
- Group – assign a folder to a specific group
- Set folder permissions
 - Private – viewable and editable by the folder owner only (default)
 - Select permissions based on role – Admin, Coaching Team, Players/Athletes
 - Read only – another user can only view documents in this folder
 - Read/Write – another user can upload files to this folder
 - Full Access – another user can edit files in the folder (edit name & delete)

Click on the Create button to add the new folder or Cancel to return to file manager view without saving.

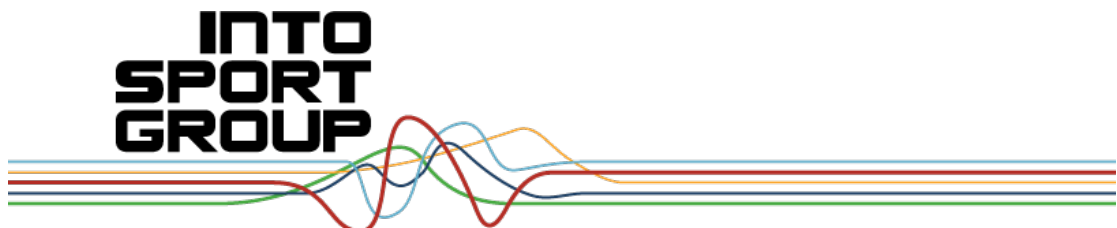
Edit Folder

To edit a folder, click on the  icon in the relevant folder row. The edit folder page will now load. Click Update to save changes and return to file manager, Cancel to return to file manager without saving or Delete to delete folder. A popup box will prompt to confirm or cancel deletion. **Please note that when a folder is deleted, all files contained in the folder are also deleted.**

Upload a new file

To upload a new file, click on the  icon. In the new page select the folder where the file(s) is to be uploaded to and then click browse to locate the file on



**INTO
SPORT
GROUP**




VANQUISH

your local computer. To add another file to the upload, click 'Add another upload box' and repeat the process. Once all files are ready to upload, click the Upload button.

Edit File

To edit a file name, click on the  icon in the relevant file row. A text field will now appear allowing the folder name to be changed. Click the  icon to save the changes.

Delete File

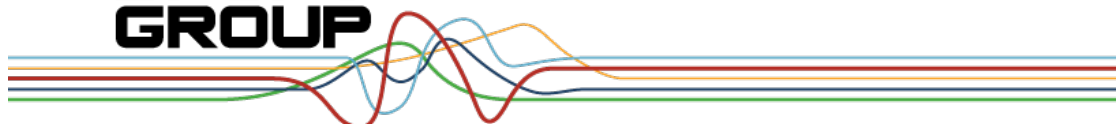
To delete a file from the file manager, click on the  icon in the relevant row. A prompt box will ask for message deletion confirmation. Click OK to confirm deletion or Cancel to halt the process. Multiple files can be individually selected using the checkbox in the file row. To select/deselect all files, click on the checkbox in the header row. Select Delete Selected Files from the drop down select list and click OK. A prompt box will ask to confirm or cancel the deletion.

Move or Copy File

To move or copy a file(s) to another folder:

- Select the relevant file(s) using the checkbox in the file row
- Select 'Move the selected files' or 'Copy the selected files' from the drop down select list
- Choose the destination folder from the drop down list
- Click OK to confirm.

**INTO
SPORT
GROUP**



VANQUISH

Profile

The user profile displays user information such as gender, date of birth, height, weight and current status. It also contains the user's contact information.

To edit your user profile, click the 'Edit Profile' button. You can now update the relevant information. Your login password can also be changed from within the profile area.

Click Save to update the profile or Cancel to return to the profile view without saving.

A new profile image can be uploaded by clicking on the 'Upload new image' link. There is a 2Mb file size limit on images uploaded.

