

Studio Manager Manual

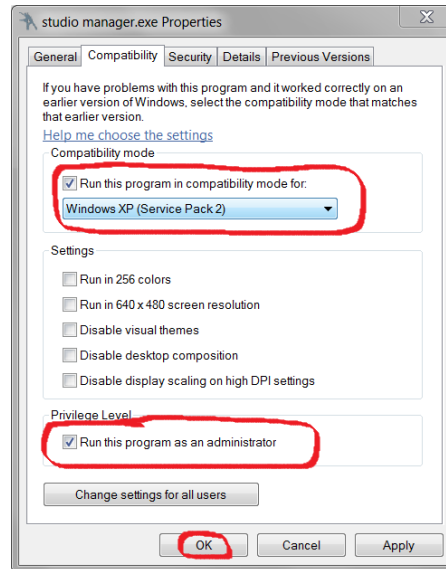
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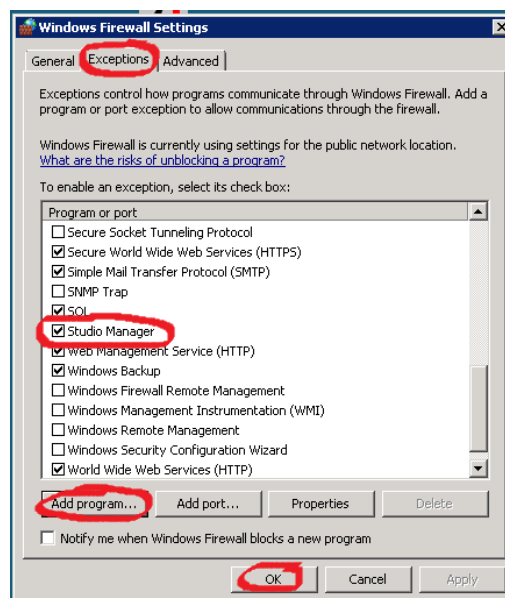
Using Windows Vista or Windows 7

Windows Vista and Windows 7 both have a built in security feature called UAC that prevents Studio Manager from accessing the internet and printing web reports and web rosters. To successfully run Studio Manager you may be able to solve UAC problems by right clicking on your Studio Manager shortcut or Studio Manager.exe and selecting “properties.” Make the selections that you see in the following screenshot:



If Studio Manager is still not function properly try these two other fixes:

- 1) Go to Windows Firewall by typing firewall into the search bar on the start menu. One the Windows Firewall screen choose to “Allow a program through Windows Firewall.” Manually add Studio Manager by selecting the “Exceptions” tab and clicking “Add program.” Find Studio Manager.exe by navigating to your TTS folder. Then click ok on the Windows Firewall Settings tab.

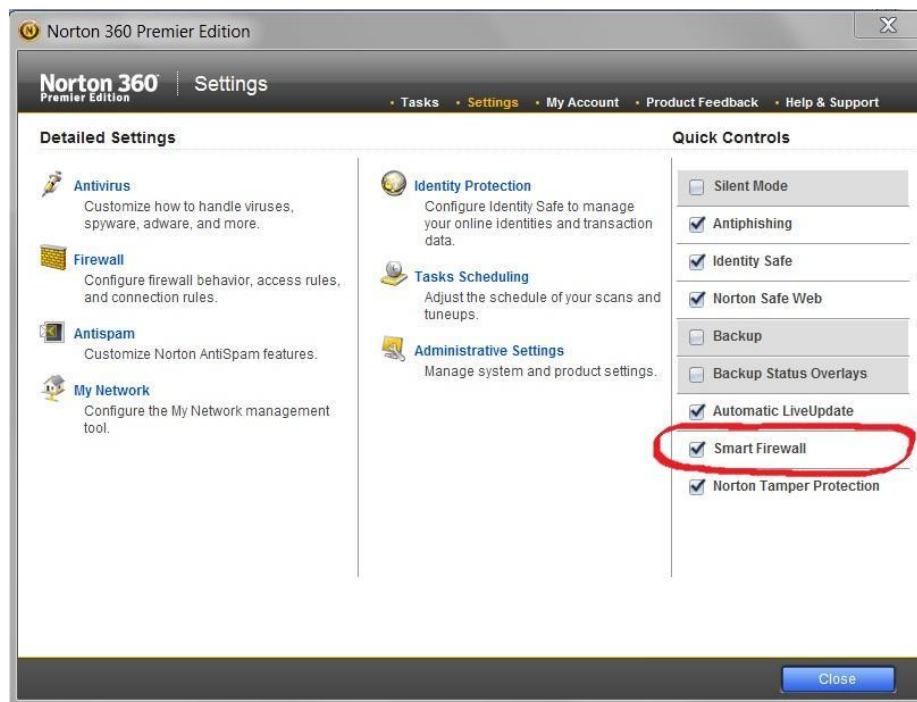


- 2) Turn off UAC. Do this by clicking the Windows start button and typing “user accounts” in the search bar. Select User Accounts and hit the “Change User Account Control Settings.” Unselect the box in Windows Vista, or move the slider to the lowest setting in Windows 7.

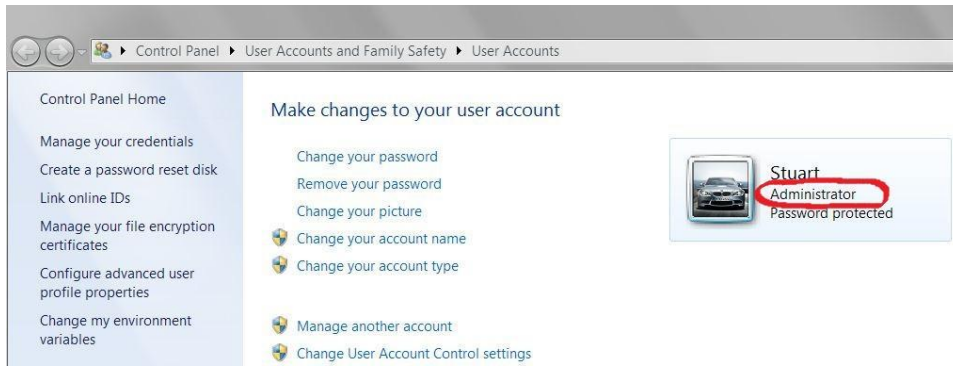
Update Problems.

Two things can interfere with Studio Manager’s update process.

- 1) Norton security products such as Norton 360 can prevent Studio Manager from connecting to the internet. To get around this, temporarily disable Norton security. On some versions of Norton this can be accomplished by right clicking on the icon in the taskbar near the clock and selecting “disable firewall”. Choose the shortest period available such as “15 minutes.” You can also go to the Norton settings menu (shown below) and disable the firewall by un- checking the “Smart Firewall” button. Once the update is complete re-enable Norton.



- 2) You need to have administrative rights on your Windows profile to execute an update for Studio Manager. You can find your profile status by clicking the “start” button and clicking on your profile icon. If you do not have administrator status, another user profile on the computer with administrator status can be used to modify your account settings.



C:\TTS\rar\rar32.exe 64bit error

Studio Manager will work with 64 bit versions of Windows; however, an update is required to modify some aspects of the software. Contact support@triplethreatsoftware.com and request the 64bit version of rar.exe. After you receive this file, do the following:

- 1) Save or copy rar32.exe to the folder C:\TTS\rar\
- 2) You want to overwrite the rar32.exe file that is already there
- 3) Restart Studio Manager and run the updater again

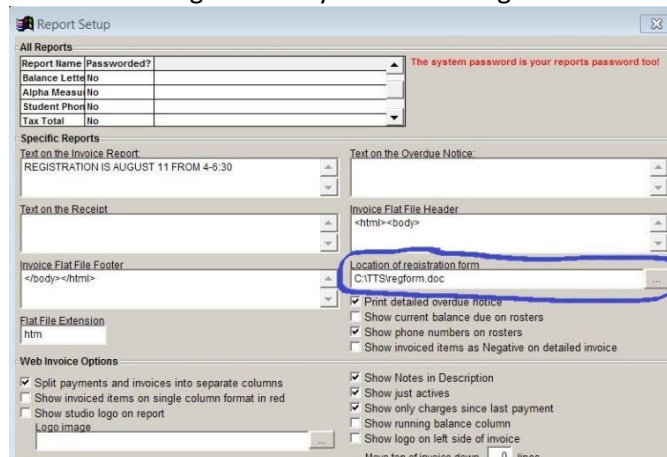
Mac Compatibility

Studio Manager will only run on Windows operating systems.

Custom Registration Form

Studio Manager comes with a generic Microsoft Word Document called RegForm.doc in your TTS folder. You can edit this document in any way you'd like, and when you print Registration forms from Studio Manager it will simply use this file and fill in the student details in the places you've specified. You can also point Studio Manager to a registration form in a different location. You can do this by:

- 1) Go to **Program Setup > Report Options**.
- 2) In the box, tell Studio Manager where your custom registration form is located



3) In your registration form you can leave markers where Studio Manager will fill in relevant detail from the Student and Family file by leaving the following markers (see the existing form for examples):

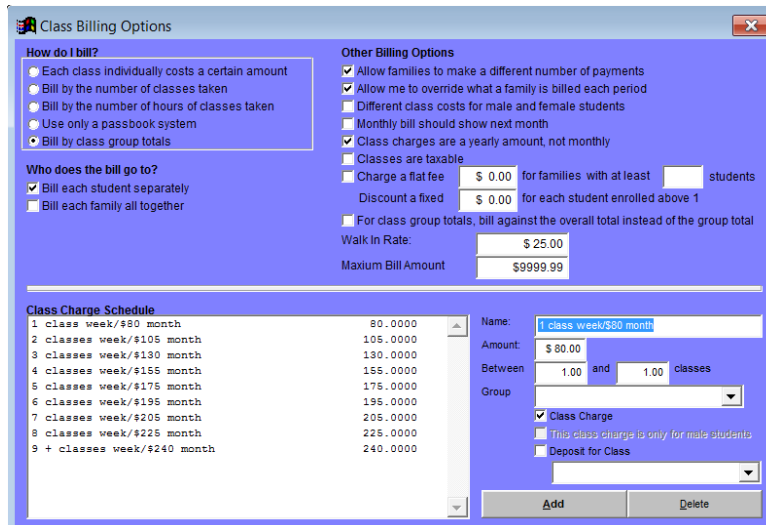
famcode: the unique family code
slastname: the student's last name
sfirstname: the student's first name
dob: the student's birthday
address1: the family's street address
city: the family's city
state: the family's state
zip: the family's zipcode
school: the student's school
grade: the student's grade
plastname: the parent's last name
pfirstname: the parent's first name
p2lname: the second parent's last name
p2fname: the second parent's first name
phone1: the first listed phone number
phone2: the second listed phone number
phone3: the third listed phone number
pasttr: the student's past experience
email: the family's email

Customization and Settings

We are willing to change anything and everything to help the program suit your needs. General improvements will be added to our update list free of charge; however, specific changes such as custom forms or specialized options may result in a custom service charge. You can already make many changes to the program by using the **Program Setup > Setup** screen or the **Program Setup > Class Billing Options** screen shown below.

The screenshot shows the 'System Setup' dialog box. It has a title bar with a close button. The main area is divided into several sections:

- Text Fields:** Studio Name, Address, Contact Numbers, Email Address, and Paypal Email.
- Dropdowns:** Default payment type (set to American) and Date Format (set to American).
- Input Fields:** Months in Term (12), Sales Tax % (6.50%), Begin Date (08/20/2007), End Date (07/01/2008), and Currency (USD).
- Checkboxes:** Show count of students on main screen, Students marked as present, you select the absent ones, Prompt for password when program starts up, Verify student is in category when registering for classes, Disable mass billing, Check automatically for updates, Each class can be scheduled on multiple days, I subscribe to Studio Manager, Go Online, Show student pictures, and Show student names in balance reports.
- Buttons:** Set System Password and Register My Copy.
- Radio Buttons:** To select a student: Single Click (selected) and Double Click.



Worldwide Address and Tax Support

Yes. Triple Threat can incorporate any changes you need into the program, and this includes computing strange taxes, custom reports and other specific needs.

Purchasing and Assigning Costumes

Each class has costumes and accessories that you've said are needed for all students taking the class. Additionally, when you first defined the costumes from the vendor screen you may have associated some accessories with some of the costumes that are required for this class. If that is the case, then those accessories will also automatically be assigned whenever the costume is. You can either let the program do the assigning automatically, or you can do it by hand. Either way, you'll end up in the Main Screen, costumes tab, from which you can specify colors, sizes and a modified price for each costume or accessory (even the ones that were added because they were associated with costumes). When you're ready to actually bill the students for their costumes, simply click the Bill Now button from the costumes tab for each student, or the Bill All button. So, assigning costumes and accessories to students doesn't bill them; clicking "Bill Now" does.

Differences Between Costumes and Accessories

Costumes have accessories, which are items that must be purchased whenever the costume is purchased. They're just a way of grouping pieces of a costume together so you don't have to assign them all individually. The only practical difference is that accessories can't have sizes.

Vendors, Costumes and Accessories Features

You can use Studio Manager to keep track of the different vendors you use, the costumes you have from the vendors, the costumes' measurements and many other characteristics. The Accessories feature is used to group costume pieces together so you don't have to assign them individually. The only

difference in costumes and accessories is that accessories can't have sizes. The Vendor, Costume, and Accessories features can be accessed by going to **Screens > Vendors and Costumes**. Once you have set up costumes you can assign them to classes on the **Screens > Classes > Costumes and Accessories** tab. After you assign the costumes to classes they will show up under the Costume and Accessories tab for each student that is entered in that class.

Blank Session in the Session Manager

The blank session is used to make new sessions. Whenever you make a new session, all the information that's in the blank session is copied into the new session you make. So, transfer your vendors into the blank session before you make a new one, that way you don't have to enter them all again (or just enter them into the blank session to begin with).

Why are there no class types?

The types of class are user specified. In other words, you type them in. Once you type them in, from there on out, whatever you've typed in is available for future classes you add from the drop down box.

The screenshot shows the 'Costumes & Accessories' interface. At the top, there are tabs for 'Account Ledger', 'Student', 'Family', 'Classes', 'Costumes & Accessories', 'Attendance', 'Passbooks', and 'Notes'. The 'Costumes & Accessories' tab is active.

On the left, there is a 'Show costumes' section with a dropdown menu set to 'Assigned to Classes'. Below this is a list of costumes:

HHM6J/M7J&TH6S/Male Pa	Curtain Call C
HHM6J/M7J&TH6S/Male Sh	Curtain Call C
HHM6J/M7J&TH6S/Yellow	Curtain Call C
M/Diamonds Are Forever	Kelle'

Buttons for 'Add' and 'Remove' are located to the right of this list.

In the center, there are two sections for a student's selections:

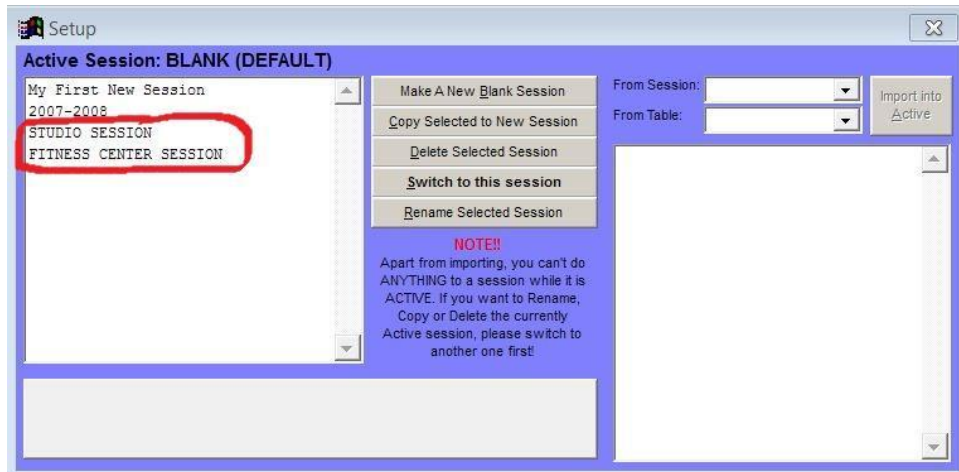
- This student's selected costumes:** A list containing 'HHM6J/M7J&TH6S/Yellow (Curtain C...' and 'M/Diamonds Are Forever | Kelle'.
- This student's selected accessories:** An empty list.

On the right side, there are input fields for 'Student Girth' (empty), 'Girth' (59.0 - 61.0), 'Size' (AME), 'Color' (GD (gold)), and 'Cost' (85.18). Below these are sections for 'Costume Info' and 'Accessory Info' (Color: black). At the bottom right, a 'Grand Total' is displayed as '\$ 178.90' in red, with an 'Update Total' button below it.

At the very bottom, there are three buttons: 'Invoice Everything', 'Print Student Order', and 'Invoice This Costume'.

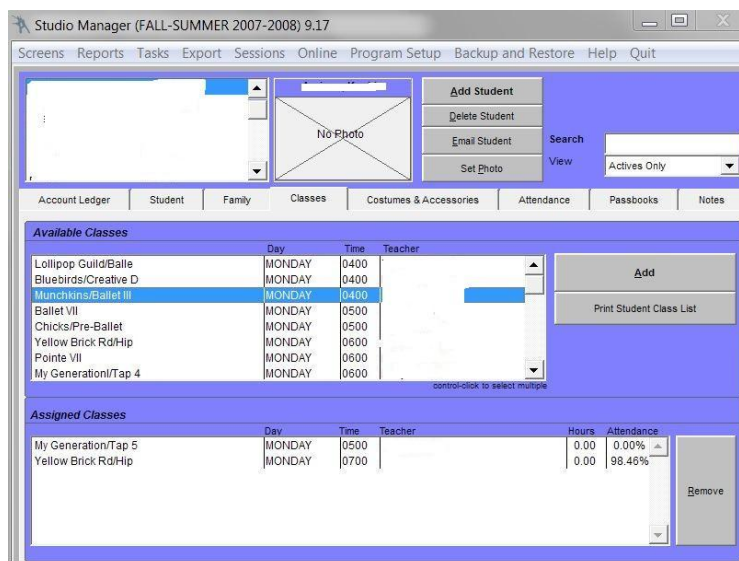
Managing Two Studios

You can do this by using different sessions for the studio and the fitness center. You would have one session for your fitness center, one for your dance studio. Each would have separate and independent data; you'd bill them separately from each school, and be able to instantly switch back and forth between the two using the sessions menu.

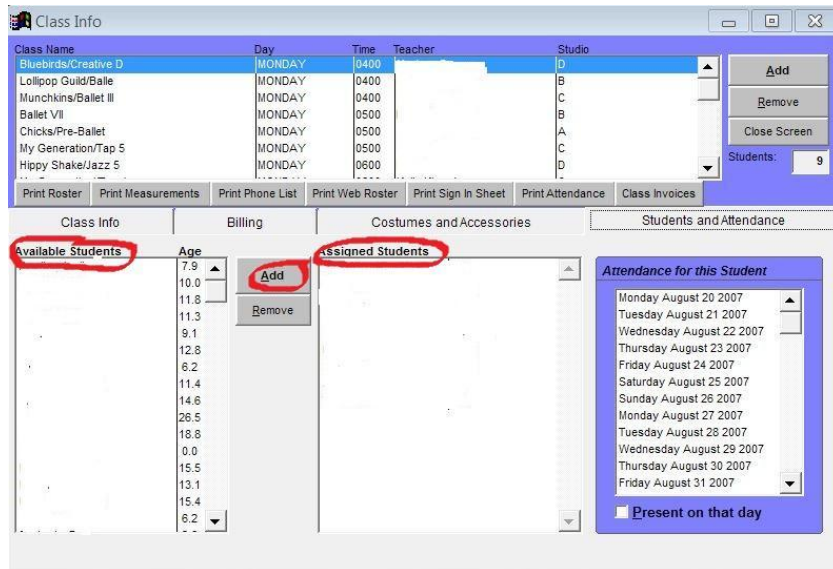


Adding Students to Classes

There are two ways to add students to new classes. First, from the main page you can select a student from the student selections box and navigate to their Classes tab. From there you can select a class from “Available Classes” and click the “Add” button.



The second option for adding students is to go to the **Screens > Classes** screen and select a class. From there navigate to the class’ “Students and Attendance” tab. You can then select students from the entire student list and add them to the class’ roster.



Printing Class Rosters

You can choose to print rosters for today, the week, or a specified time period. You can do this by going to **Reports > Classes > Rosters** and then selecting what time period you would like to print. The roster will be generated and you can choose to print by clicking the printer button on the toolbar that pops up.

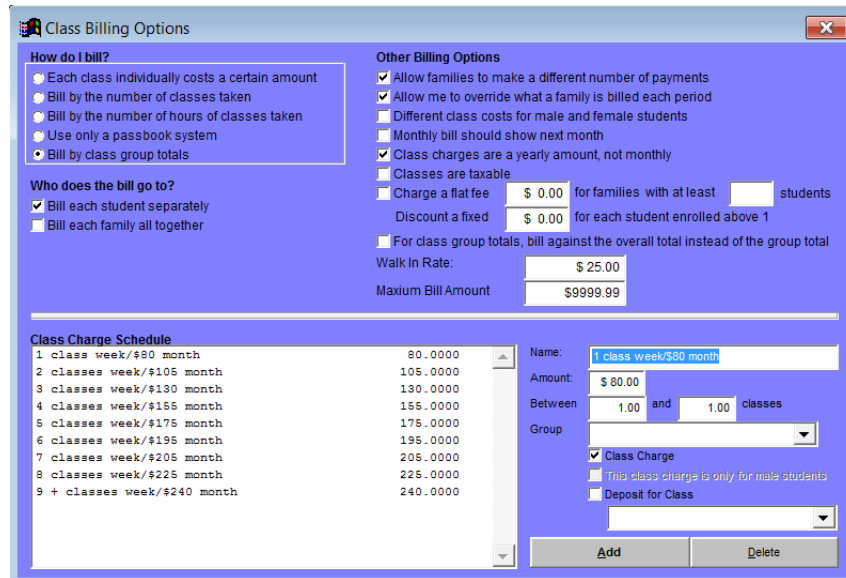
You can also print rosters and other useful class information from the **Screens > Classes** page. Select which class you would like to print for and use the buttons shown below.



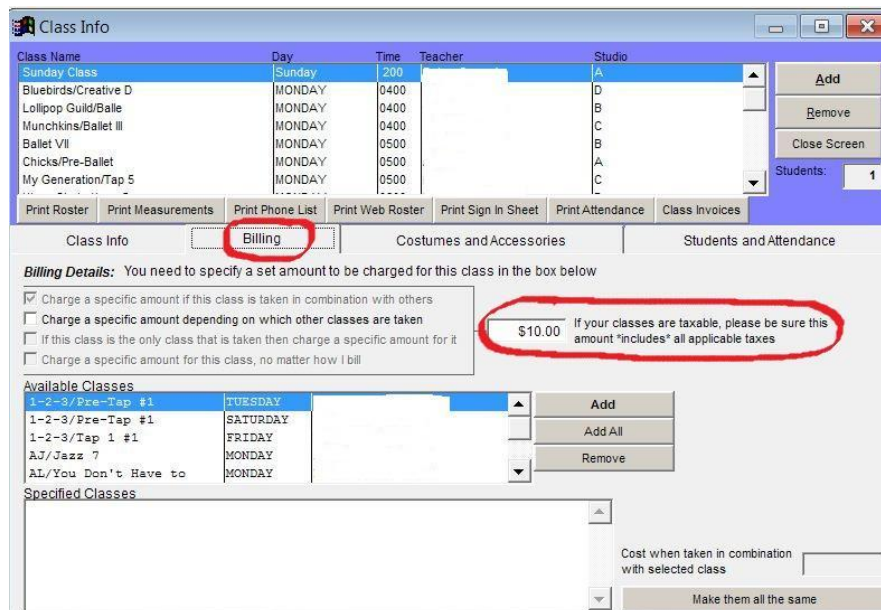
Billing Features and Settings

If you are looking for a feature, the **Program Setup > Class Billing Options** screen or the **Screens > Classes > Billing** tab are good places to start looking.

Studio Manager supports a number of common billing schemes. You can select what type of billing you would like to use by going to **Program Setup > Class Billing Options**. The selections can be seen in the screen shot below. Notice that there are also many other specialization settings found on this screen.



1) **Fixed Class Cost**-The first billing method is to assign individual classes a fixed cost. Students who take the class are billed that fixed amount. Each class can have a different fixed cost. To set up this type of billing schedule you specify the class cost when you create the class from the **Screens > Classes** screen. From the Billing tab you can specify the amount you would like to charge for that class. On the Billing tab you can also use the “Charge a specific amount depending on which other classes are taken” feature to create alternate prices for combination classes. See billing option #5 for more details.



2) **Number of Classes Taken**-The second option is to bill each student by the number of classes they have taken. You can choose to bill each student individually, or by family. Besides making the “bill by the number of classes taken” selection from the **Program Setup > Class Billing Options** screen, you also need to create the class charges on the same screen. You can create different charges to discount students who take a greater number of classes. For example in the screenshot below, a student

taking three classes per week is charged \$130 per month while a student taking four classes per week is charged \$155 per month.

Class Billing Options

How do I bill?

- Each class individually costs a certain amount
- Bill by the number of classes taken
- Bill by the number of hours of classes taken
- Use only a passbook system
- Bill by class group totals

Who does the bill go to?

- Bill each student separately
- Bill each family all together

Other Billing Options

- Allow families to make a different number of payments
- Allow me to override what a family is billed each period
- Different class costs for male and female students
- Monthly bill should show next month
- Class charges are a yearly amount, not monthly
- Classes are taxable
- Charge a flat fee \$ 0.00 for families with at least students
- Discount a fixed \$ 0.00 for each student enrolled above 1
- For class group totals, bill against the overall total instead of the group total

Walk In Rate: \$ 25.00
Maxium Bill Amount: \$9999.99

Class Charge Schedule

1 class week/\$80 month	80.0000
2 classes week/\$105 month	105.0000
3 classes week/\$130 month	130.0000
4 classes week/\$155 month	155.0000
5 classes week/\$175 month	175.0000
6 classes week/\$195 month	195.0000
7 classes week/\$205 month	205.0000
8 classes week/\$225 month	225.0000
9 + classes week/\$240 month	240.0000

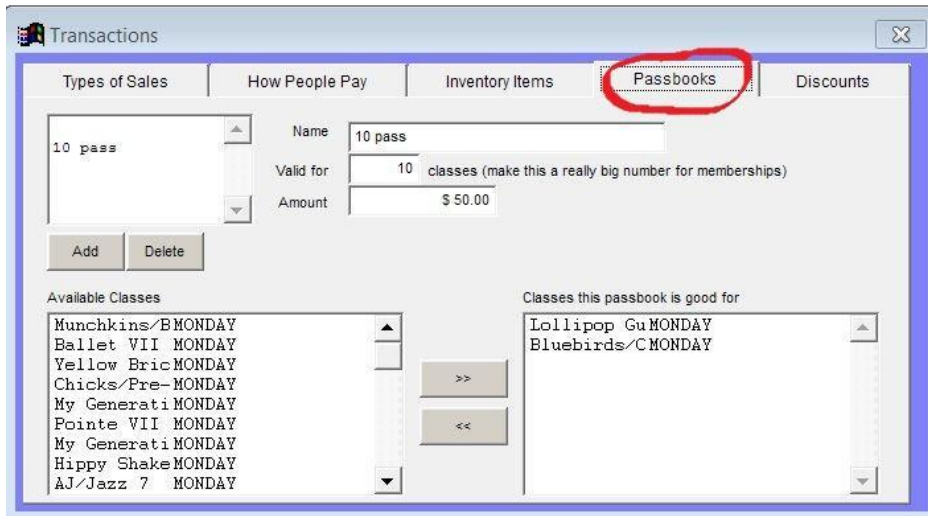
Name: 1 class week/\$80 month
Amount: \$ 80.00
Between 1.00 and 1.00 classes
Group:
 Class Charge
 This class charge is only for male students
 Deposit for Class

Add Delete

Again, using the options available under the **Screens > Classes > Billing** tab you can choose alternate prices for specific class combinations and special situations. See billing option #5 for more details.

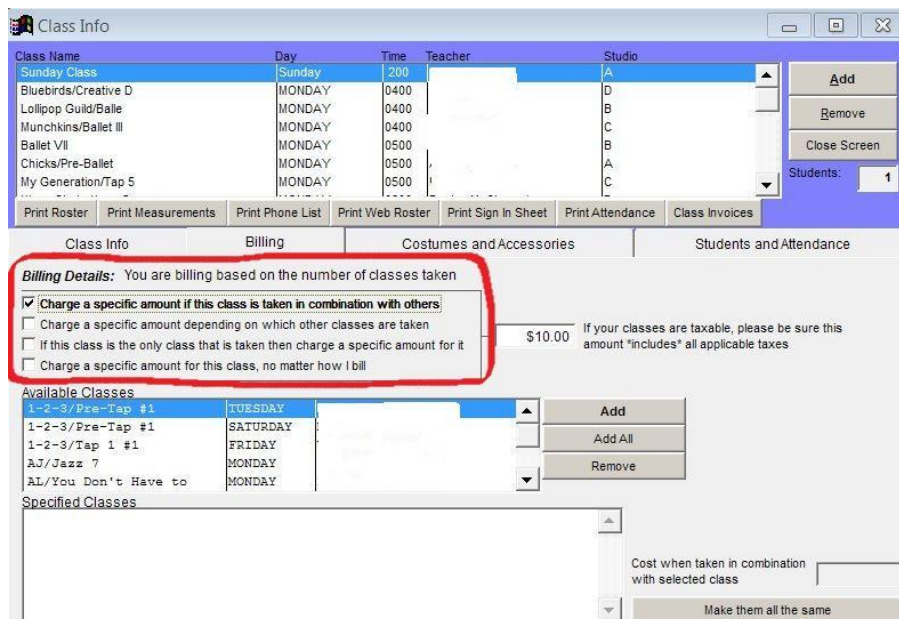
3) **Number of Hours Taken** - The third billing option is to bill by the number of class hours taken. This can be billed by student or by family. Students are billed based on their class attendance. Besides making the selection from the **Program Setup > Class Billing Options** menu to “bill by the number of class hours taken,” you also need to establish the cost for each hour of class. By creating multiple charges with different hourly parameters, you can discount students who take a greater number of hours per week. Additionally, you can make specific class charges from the **Screens > Classes > Billing** tab.

4) **Passbooks** - You can also bill using passbooks. Studios using this scheme sell classes in blocks. A student, or family, may purchase a certain number of class visits, and they may attend classes until they exhaust their passbook. Using the **Program Setup > Class Billing Charges** menu you can choose to use passbook by selecting “only use passbooks.” Passbooks may apply to specific classes, or to every class offered. Passbooks can me set up to expire if they are not used. To set up a passbook system you must create a passbook by going to **Program Setup > Billing and Transactions** and then go to the Passbooks tab. There you can add a new passbook, specify the number of classes it will be valid for, choose which classes it will work for, and set the cost.



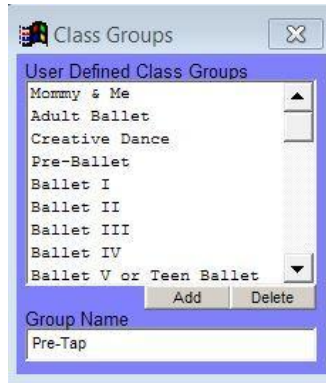
Under the passbook system you do NOT have the ability to use the additional options found under the classes' billing tab when you use the Passbook billing system.

5) **Class Combinations** - Another option is to bill by the class combinations taken. This scheme is tailored for Studios that bill based on paired classes. That is, the class cost is calculated based on what other specific classes are being taken along with it. To manage charges for combination classes you go to the **Screens > Classes** page and select the Billing tab. Choose which classes this class will be taken in combination with at the bottom of the Billing tab. See the screenshot below.

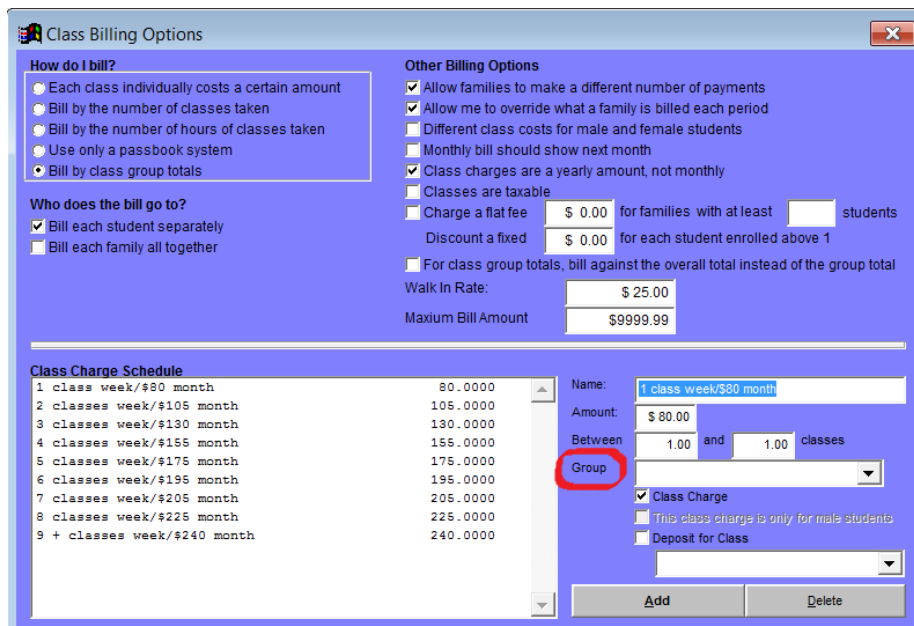


6) **Number of Classes by Group** - The final billing option is to create class groups and bill students based on the number of classes that take from each group. This will allow you to bill, for example, more for

Advanced classes than for Beginning classes and will allow you to discount if multiple classes of each type are taken. To create these different charging schemes you first go to the **Program Setup > Class Billing Options** screen and select "bill by class group." Then go to **Program Setup > Class Groups** and create the different class groups that you will be billing at different rates.

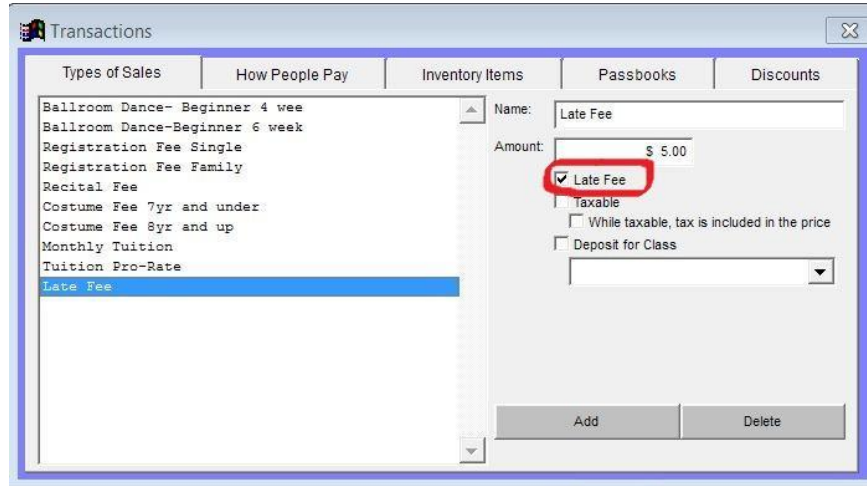


Finally, go to **Program Setup > Class Billing Options** screen and create the different types of charges. For each charge you can specify the class group that it will apply to by selecting each group in the "Group" section of the Class Charges window. You might have a charge called the "One Class Charge" that would apply if the Family is taking 1 class. You might also have the "Two to Four Class Charge" that would apply if the Family is taking between 2 and 4 classes - and so forth. This method would allow you to discount students or families that take a greater number of classes.



Late Fees

From **Program Setup > Billing and Transactions**, create a charge and check the Late Fee box. Then, from **Screens > Mass Billing**, choose that charge and bill all families. It will only apply that fee to the accounts that currently run a balance.

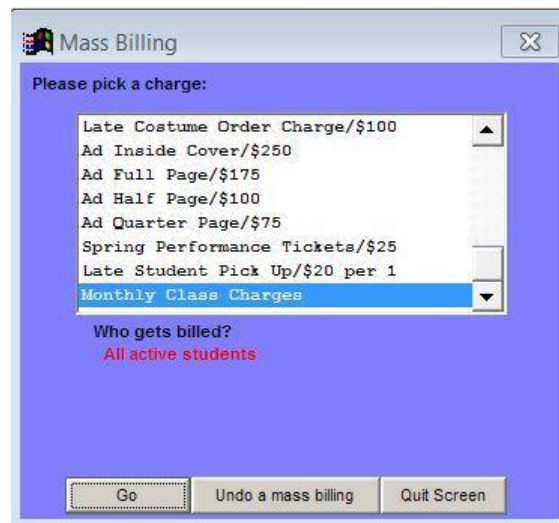


Exporting Data

You can use the Export feature built into Studio Manager to many portions of your data to Microsoft Excel spreadsheets or Quickbooks. Simply click on the Export button and choose what data you would like to have.

Monthly Billing

Go to **Screens > Mass Billing** choose "Monthly Class Charges" to bill all your families. It will apply the amounts you see in **Reports > Billing > Detailed Invoices**.



Backup and Restore Features

The Backup and Restore features can be accessed from the **Backup and Restore** button on the main screen. First, set your backup location by selecting “Change Backup Location.” Then you can run the backup by clicking the backup button.

If you ever lose the data from Studio Manager you can restore using the backup you made by telling Studio Manager where your backup is located using the “Change Backup Location” button again. Then simply click the “restore” button and Studio Manager will restore your data after a few minutes of processing files in the black Windows shell screen. The backup file must be named studio.rar for the backup application to work correctly.

Internet Connection Requirements?

If you have purchased a license Studio Manager does not require any sort of internet connection at your dance studio. However, if you want to update the program you will need to download the update at home and bring it to your studio on a flash drive

If you are using the subscription service you must have an internet connection.

Online Features

Studio Manager has built in online billing and mass emailing features. These can be accessed by going to the Online button. To use the online billing feature you need to set up your own PayPal account. Simply put your PayPal address into Studio Manager and click “Send Email Invoices” to email invoices to all of your students or families with the link to your PayPal account.

You can also send out mass emails to your studio members using the **Online > Mass email** page. There are a number of sending options seen below.

Send Email

Who should receive your message?

Every Family With a Balance	Every Student in a Group
All Parents	Every Student in a Class
Someone Else	All Students

Remove this one Remove All

Compose your message

Subject: A message from

A message from [Redacted]

Add to your message

Click to pick a spot in your message and personalize with Student or Family details

Student	Last Name	First Name	User Name	Password	
Parent 1	Last Name	First Name	User Name	Password	Family Balance

Import HTML Message Cancel Preview my Email Send my Email

Color Schemes

By going to the **Program Setup > Color Scheme** window you can select your own color options for backgrounds, fonts, buttons, etc.

Setting up Mass Email

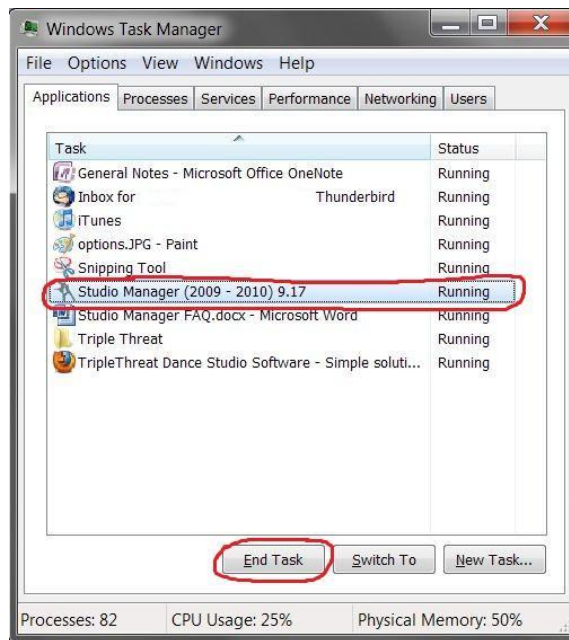
To use the mass email you must have the “go online” box checked in the **Program Setup > Setup** screen. It is also possible that you do not have the correct settings in Windows selected. See the help entry above to set up Windows to work with Studio Manager.

Closing a frozen Studio Manager

You cannot use the “X” button in the top of the main Studio Manager window to close the program. Just click the Quit button.

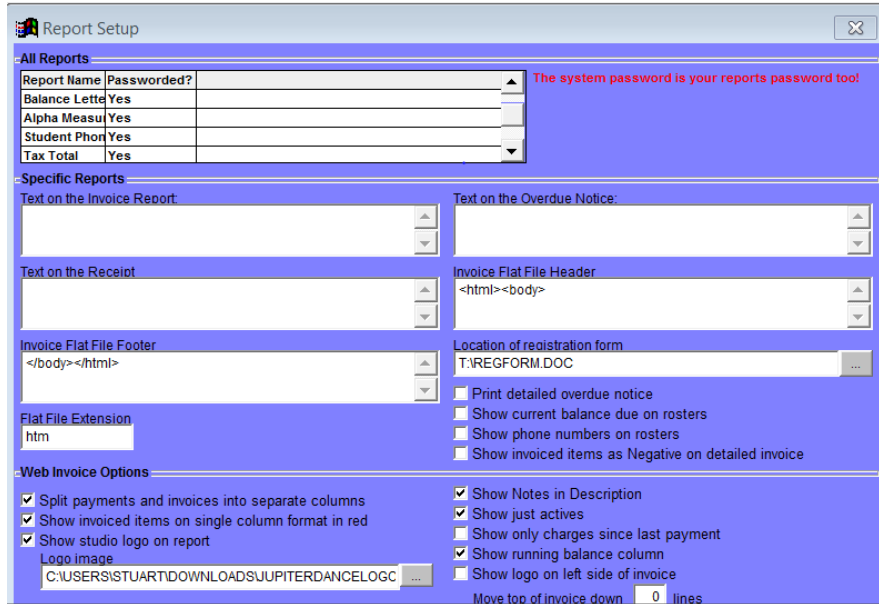
If Studio Manager has frozen press the following key sequence: Ctrl + Shift + ESC

This will bring up the Windows Task Manager. Select the Studio Manager application and then click “End Task.”



Custom Logos on Reports

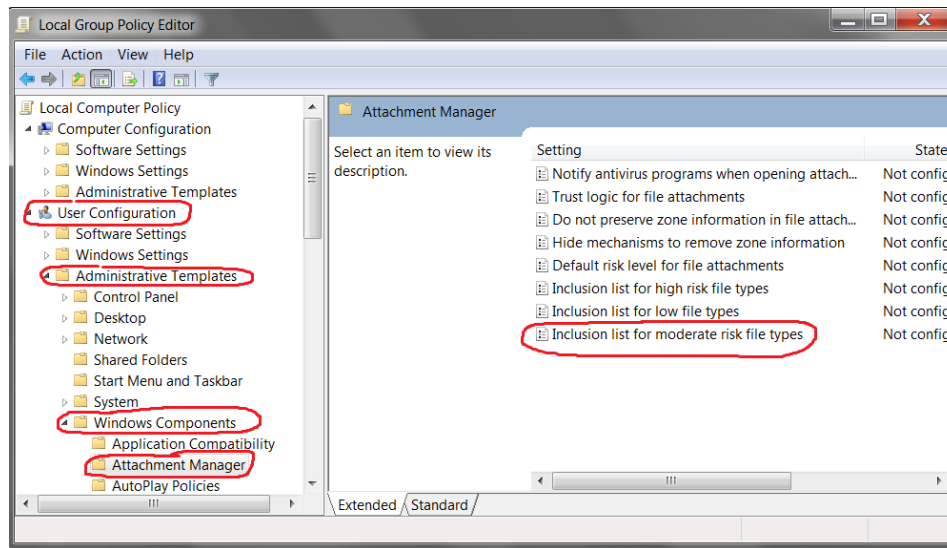
Go to the **Program Setup > Report Options** screen. In the bottom left corner you will find a bar where you can specify the location of your logo file. The file must be in a .gif format. If your logo is not in a .gif format try converting it by using <http://www.pictureresize.org/online-images-converter.html>



Windows XP “The Publisher Cannot be Verified” Error

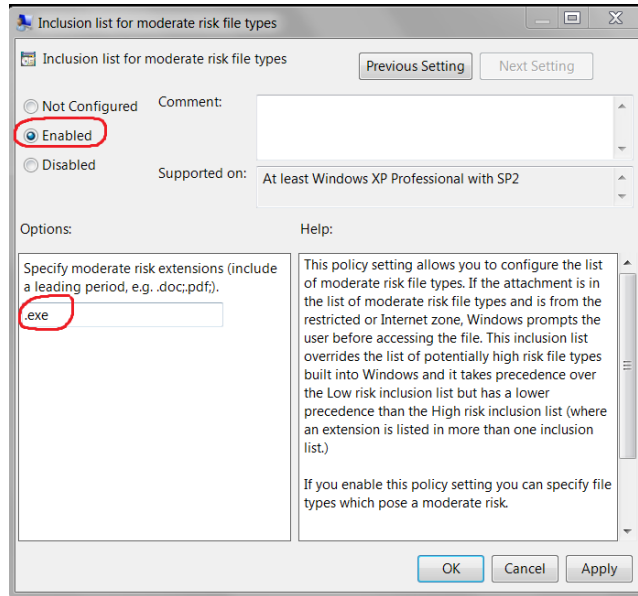
Due to a Windows update, you may start to receive this notification which can become quite irritating. To remove this notification,

- 1) Click the “start” button
- 2) Click on the “run” button
- 3) type “gpedit.msc” without the quotes
- 4) Look in the right menu tree and select **User Configuration > Administrative Templates > Windows Components > Attachment Manager**



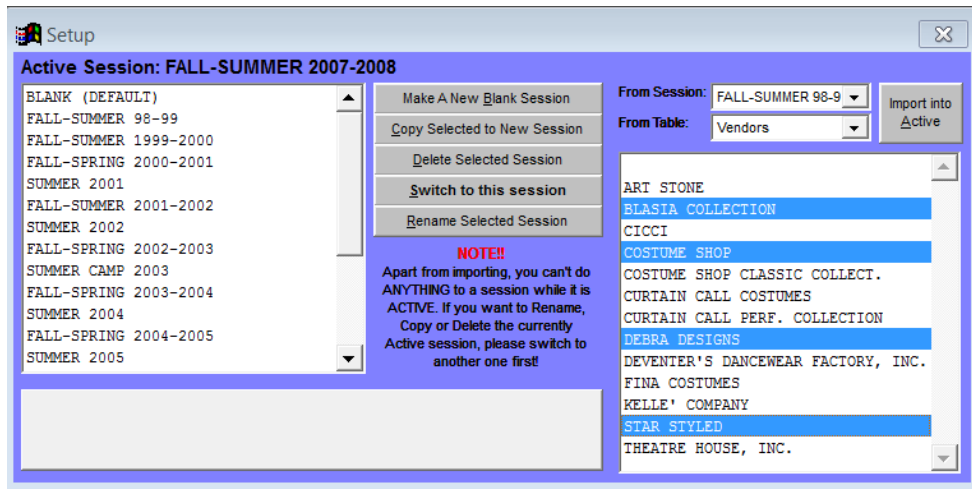
- 5) On the right side of the screen double click on "Inclusion list for moderate risk file types"
- 6) Select “enabled” and enter “.exe” (without the quotes) into the box

7) Click ok and close the windows.



How to Move Vendor and Student Info from Old Sessions into New Sessions

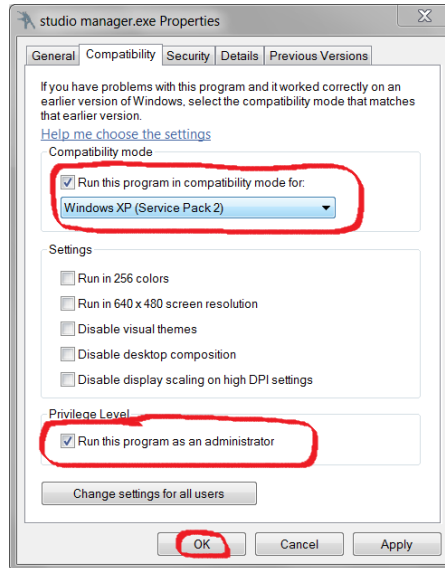
If you go to the **Sessions** screen you will see the "import into active" button on the right side. While you are in your new session, select a previous session on the "from session" bar and select whether you would like to import students or vendors into your active session. Once you select students or vendors you must look at the box below and click on the students or vendors that you would like to import. You can select multiple vendors or students by holding the ctrl button.



Using Windows Vista or Windows 7

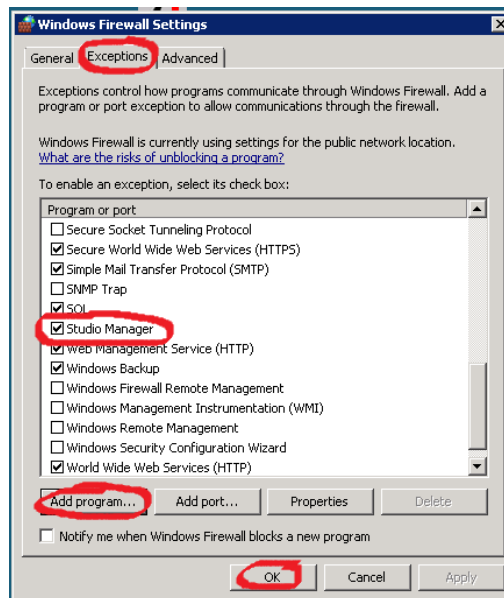
Windows Vista and Windows 7 both have a built in security feature called UAC that prevents Studio Manager from accessing the internet and printing web reports and web rosters. To successfully run Studio Manager you may be able to solve UAC problems by right clicking on your Studio Manager

shortcut or Studio Manager.exe and selecting “properties.” Make the selections that you see in the following screenshot:



If Studio Manager is still not function properly try these two other fixes:

- 3) Go to Windows Firewall by typing firewall into the search bar on the start menu. On the Windows Firewall screen choose to “Allow a program through Windows Firewall.” Manually add Studio Manager by selecting the “Exceptions” tab and clicking “Add program.” Find Studio Manager.exe by navigating to your TTS folder. Then click ok on the Windows Firewall Settings tab.



- 4) Turn off UAC. Do this by clicking the Windows start button and typing “user accounts” in the search bar. Select User Accounts and hit the “Change User Account Control Settings.” Unselect the box in Windows Vista, or move the slider to the lowest setting in Windows 7.

Studio Manager Tax System?

There are two aspects to the taxing system in Studio Manager.

- 1) If you are taxing your merchandise, go to the **Program Setup > Setup** screen and enter the sales tax rate. When you enter a new charge for a student from the main screen by clicking “Enter New Charge” you will see a box at the bottom labeled “taxable.” If you select this box when entering a charge, the tax will be automatically added to whatever amount you have charged. So, if you entered a \$50 charge a \$55 charge will be added to the ledger if you have a 10% sales tax.
- 2) If you are taxing your classes go to the **Program Setup > Class Billing Options** screen and select the box entitled “Make Classes Taxable.” Also, go to the **Program Setup > Setup** screen and enter the tax rate. This system works differently than the merchandise tax system. For classes, the tax is assumed to have already been included by you. So for example if you set a class to cost \$55 per month, Studio Manager assumes that \$5 of that \$55 charge is tax if you entered your tax rate to be 10%. When you run mass billing the tax will be automatically accounted for.

To view your tax summaries there are two different reports for you to choose from depending on whether you use an accrual or cash basis tax method. Go to **Reports > Billing > Tax** and choose the “taxable summary over date range” report or the “tax total report.”

- 1) The taxable summary report simply pulls every taxable charge from the ledger and puts them into a report that totals the sales and total tax from those taxable items. This includes both classes and merchandise if you tax both. This report shows the tax from your invoices based on an accrual tax method. You **MUST** mark “taxable” when entering the charges for this report to work correctly.
- 2) The tax total report outputs your tax totals from the payments you have received and marked taxable when you received them. This report calculates tax using a cash basis method. You **MUST** mark “taxable” when entering the payment received for this method to work.

Installation with Windows 7

When you install Studio Manager on Windows 7 you may receive an error message that the update feature did not run correctly. Restart Studio Manager and the update should run correctly on the second try. If you are still having trouble check out the Update and Windows 7 sections of this manual.