

Module “Sport”

The [Sport] module allows you to store information related to sport, such as

- Addresses of partners, professors, etc.
- a list of equipment, including costs
- a calendar of events

Invoices can either be entered directly in the [Sport] module or entered and paid from the [Invoices] module. Once the payment has been validated in the [Invoices] module, they will be automatically added to the relevant tab of the [Sport] module.

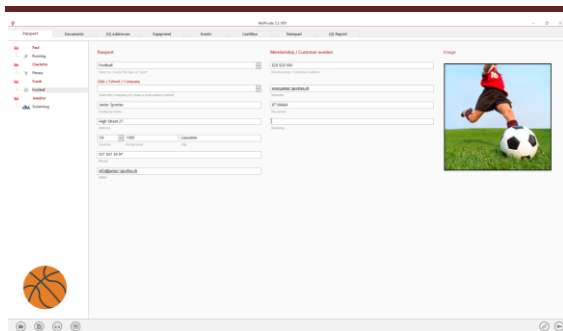
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Summary of module tabs

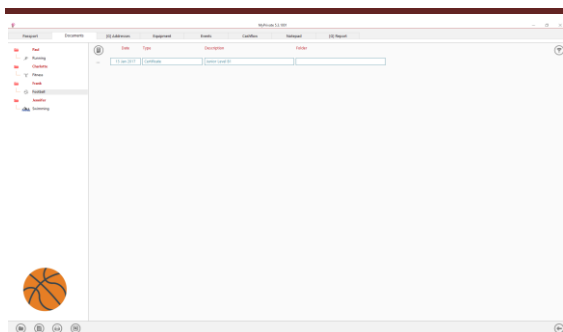
[Passport]	Basic information on the practiced sport
[Documents]	Non-financial documents related to the respective passports
[Addresses]	Addresses of persons and companies related to various sport activities
[Equipment]	Equipment information / necessary items
[Events]	Calendar of sport events
[Cashflow]	Costs and revenues excluding equipment purchases
[Notepad]	This is the area for various notes about the current module
[Reports]	Selection of information to print

[Passport]




The passport of the [Sport] module displays basic information about the sport practiced, as well as the address of the club or school.

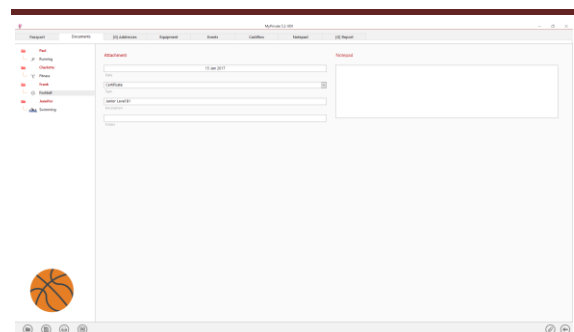
[Documents] - Summary




This tab allows you to scan and preserve all types of documents by assigning them a date, a type and a title. A summary of documents related to the object is displayed and allows a quick view of the documents available.

To add a new document, click on the icon . The following screen opens:

[Documents] - Details

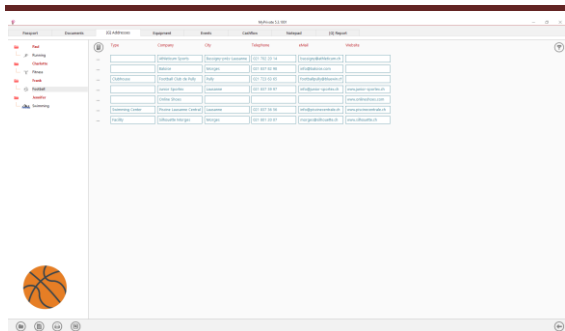


Enter the date of the document, a type (select an existing type from the drop-down menu or enter a new one) and a description. These three items will appear in the [Documents] - Summary. The [Notepad] field is for adding additional information.

Once these fields are filled, click on the icon  to start scanning documents.

For scanning and document integration, refer to the [Document Management] user manual.

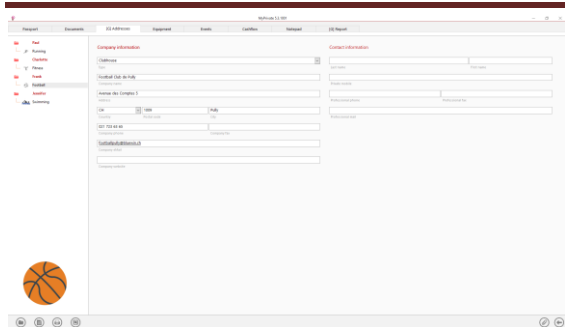
[Addresses] - Summary



This tab allows you to store addresses related to different sport activities (teacher, supplier, partner, etc.)

To view and/or edit the details of a record, click on the [...] field on its left.

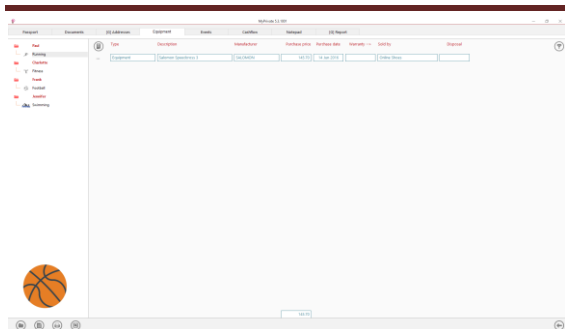
[Addresses] - Details



This tab lets you add detailed information about people and businesses related to sport.

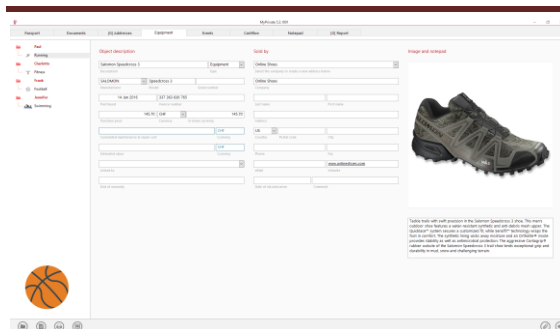
The addresses entered in this tab are automatically visible in the [Addresses] module where additional fields can be entered if desired.

[Equipment] - Summary



This tab displays the list of equipment purchased.

[Equipment] - Detail



This tab displays the detail of each object that is part of the equipment.

Special fields:

[Cumulated maintenance and repair costs]: Total invoices entered in module [Invoices] for this object. Read only field.

[Estimated value]:

If a value is entered in this field, the object is added to the [Net worth] tab of the [Financial Statements] module. The value of the object will also be added to amount showing on the passport of the [Equipment] module, [Sport] field.

[Linked to]:

Used to indicate in which residence the object is located, for inventory reasons.

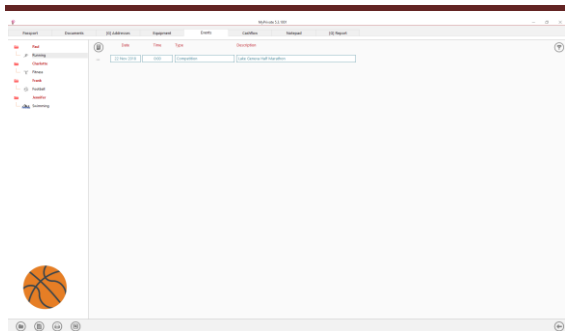
[End of warranty]:

The date automatically appears in the event calendar.

[Date of obsolescence]:

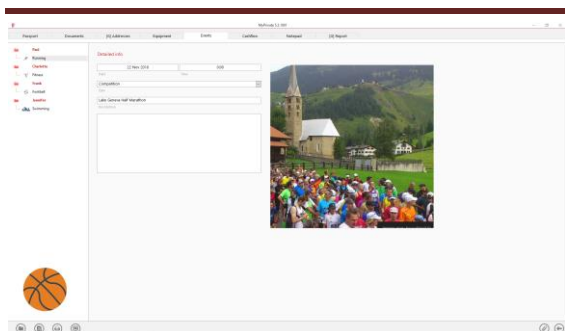
When the equipment is discarded or sold, it is possible to keep the history in the database by indicating a date of obsolescence. The object will then disappear from the list. To view the history when needed, obsolete objects can be displayed using the corresponding setting in the control panel.

[Events] - Summary



This tab displays the summary of recreational events.

[Events] - Detail



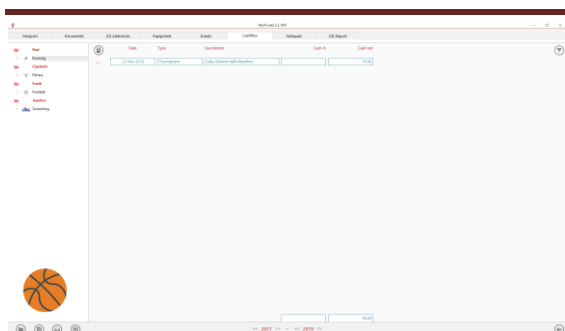
This tab displays the details of the events.

Specific field:

[Date]:

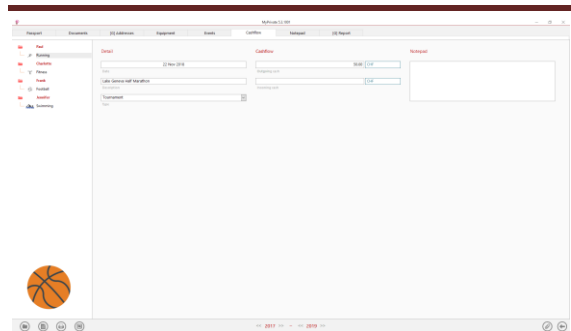
The date automatically appears in the event calendar.

[Cashflow] - Summary

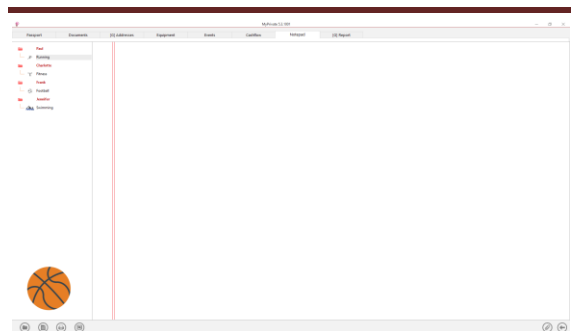


This view displays a summary of recreational cash flows excluding equipment purchases, such as a subscription or a course.

[Cashflow] - Details



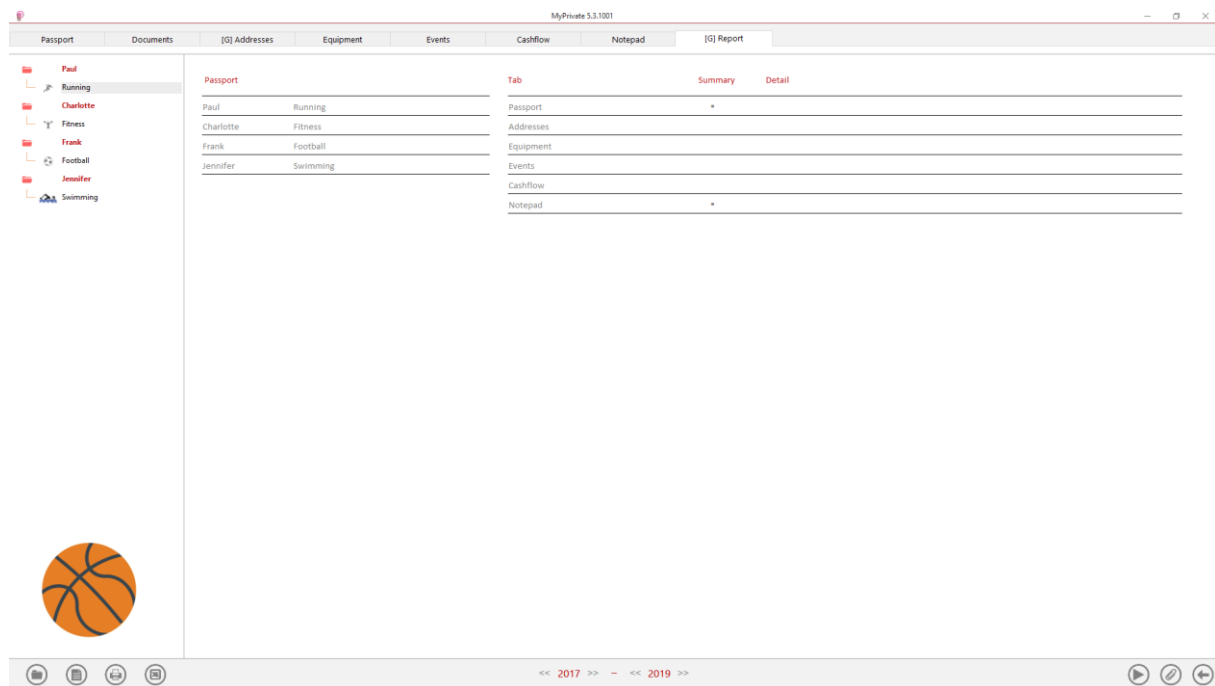
[Notepad]



This tab allows you to enter various notes related to the sport.

[Reports]

This tab allows you to choose which passports and tabs to print



Select/deselect the data to be printed by clicking on the corresponding row(s) and column(s).


The choices are

- Passports
- Tabs - Summary and details

The selected passports and tabs are marked with the character [✓].

For some tabs it is possible to print the summary and/or the details.

When a print option is not available, it is indicated by the character [▪].

Once the information to be printed has been chosen, click on the button  then choose the [Generate Report] option.

MyPrivate prepares a PDF file that will be ready for printing.