

DoCAS Manual

Ny tilmelding eller framelding

Du er altid velkommen på vores online support på <http://docas.uservice.com>



Indledning

Manualen viser, hvordan du manuelt foretager en ny tilmelding eller framelding.

1. For at tilmelde eller framelde en ny deltager, vælg "Aktiviteter".

The screenshot displays the DoCAS web application interface. The browser address bar shows 'apptest.docas.dk/app/'. The user is logged in as 'Matias Tvorup' with the email 'matias.tvorup@gmail.com'. The main content area is titled 'Matias Tvorup' and 'Nøgletal' for the period '23 sep - 07 okt 2014'. It features four key metrics: 'Tilmeldinger' (0), 'Aktiviteter' (1), 'Omsætning' (0), and 'Venteliste' (0). A sidebar on the left contains navigation options, with 'Aktiviteter' highlighted by a mouse cursor. Other sidebar options include Dashboard, Deltagere, Tilmeldinger, Steder, Undervisere, Kalender, Statistik, Invitationer, Arkiv, Fakturaer, Opsætning, and Support. The main content area also includes buttons for 'Ny aktivitet', 'Statistik', and 'Kalender', along with a 'Feedback' button. Below the key metrics, there are two activity cards: 'Robådsræs til Mols' (16. okt) with a 16% completion rate, and 'Safari' (31. dec) with an 8% completion rate. The Windows taskbar at the bottom shows the system tray with the date '07-10-2014' and time '15:31'.

2. Vælg den aktivitet der skal meldes en ny deltager til.

The screenshot shows the DoCAS interface for managing activities. The left sidebar contains navigation options: Dashboard, Aktiviteter (selected), Deltagere, Tilmeldinger, Steder, Undervisere, Kalender, Statistik, Invitationer, Arkiv, Fakturaer, Opsætning, and Support. The main content area is titled 'Aktiviteter' and features a 'Ny aktivitet' button. Below this is a table of 'Aktuelle aktiviteter' with columns for Title, Start, Registration deadline, Price, Open for registration, Registrations, and Invitation required. A hand cursor is clicking on the 'Tilmeld' link for the 'Robådssæes' activity.

Titel	Start	Afmeldingsfrist	Pris	Åben for tilmeld.	Tilmeldinger	Invitation krævet
Safari	31-12-2014 15:00	01-12-2014 14:59	kr. 37,00	☑	1	☐
Tilmeld Robådssæes	21-10-2014 13:00	21-10-2014 12:00	kr. 120,00	☑	0	☐
Robådssæes til Mols	16-10-2014 13:00	30-09-2014 12:00	kr. 120,00	☑	2	☐
Ebefestival	29-09-2014 10:00	29-09-2014 10:00	Gratis	☑	0	☐
123	30-06-2014 16:00	30-06-2014 16:00	kr. 130,00	☑	5	☐
IE Test Aktivitet	04-09-2014 10:00	04-09-2014 09:00	kr. 5,00	☑	4	☐
Test5	03-09-2014 15:00	03-09-2014 14:59	kr. 23,00	☑	0	☐
iPad test	03-09-2014 14:00	03-09-2014 10:00	kr. 8.000,00	☑	4	☐
Raminvlar Test 3	07-07-2014 14:27	01-07-2014 14:00	kr. 100,00	☑	3	☐

3. Vælg "Ny tilmelding".

The screenshot displays the DoCAS web application interface. The browser address bar shows the URL: `apptest.docas.dk/app/course/Details/55e630f1-fbf5-4b45-91c2-a3bd00fbbab3`. The user is logged in as Matias Tvorup (matias.tvorup@gmail.com). The page title is "Aktivitet: Kopi af Robådsræs til Mols".

The main content area features a summary table with the following data:

Tilmeldinger	Belægning	Venteliste	Omsætning
0	0 %	0	0

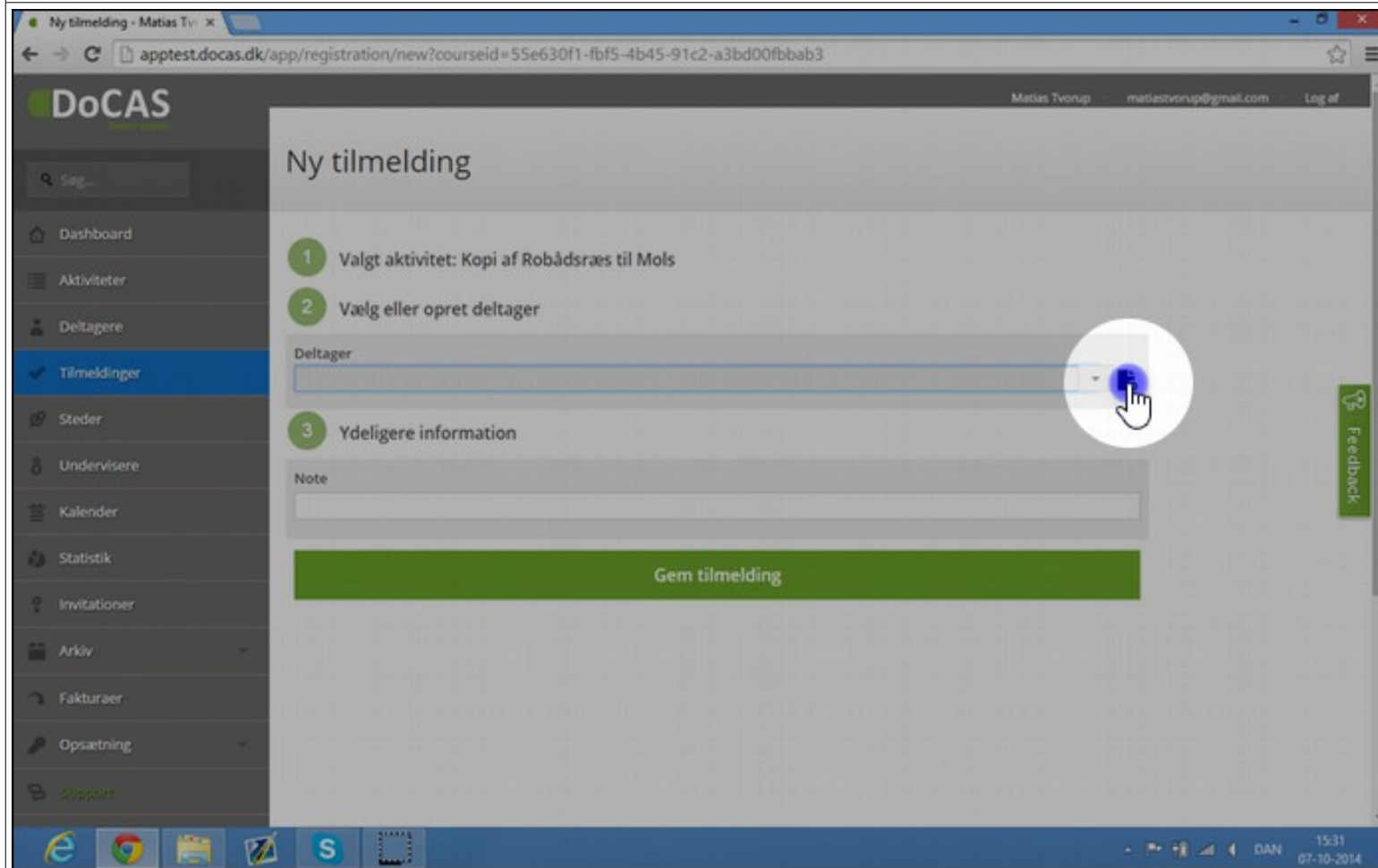
Below the table, the activity details are shown:

- Aktivitet:** [Kopi af Robådsræs til Mols](#)
- Beskrivelse:** Robådsræs til Mols
- Start:** 21. oktober 2014 - 13:00
- Slut:** 22. oktober 2014 - 13:00
- Underviser:** [John John](#)
- Sted:** Havnen
- Lokale:** Havnen
- Pris inkl. moms:** 120,00

A central graphic with a camera icon and the text "Klik her for at tilføje et nyt billede" is present. A circular callout with a hand cursor points to the "Ny tilmelding" button in the right-hand sidebar. The sidebar also contains buttons for "Kopier", "Vis tilmeldingsformular", "Få aktiviteten på egen side", "Send test kvittering", "Udskriv deltagerliste", "Udskriv venteliste", and "Genudsend kvittering". A "Feedback" button is also visible.

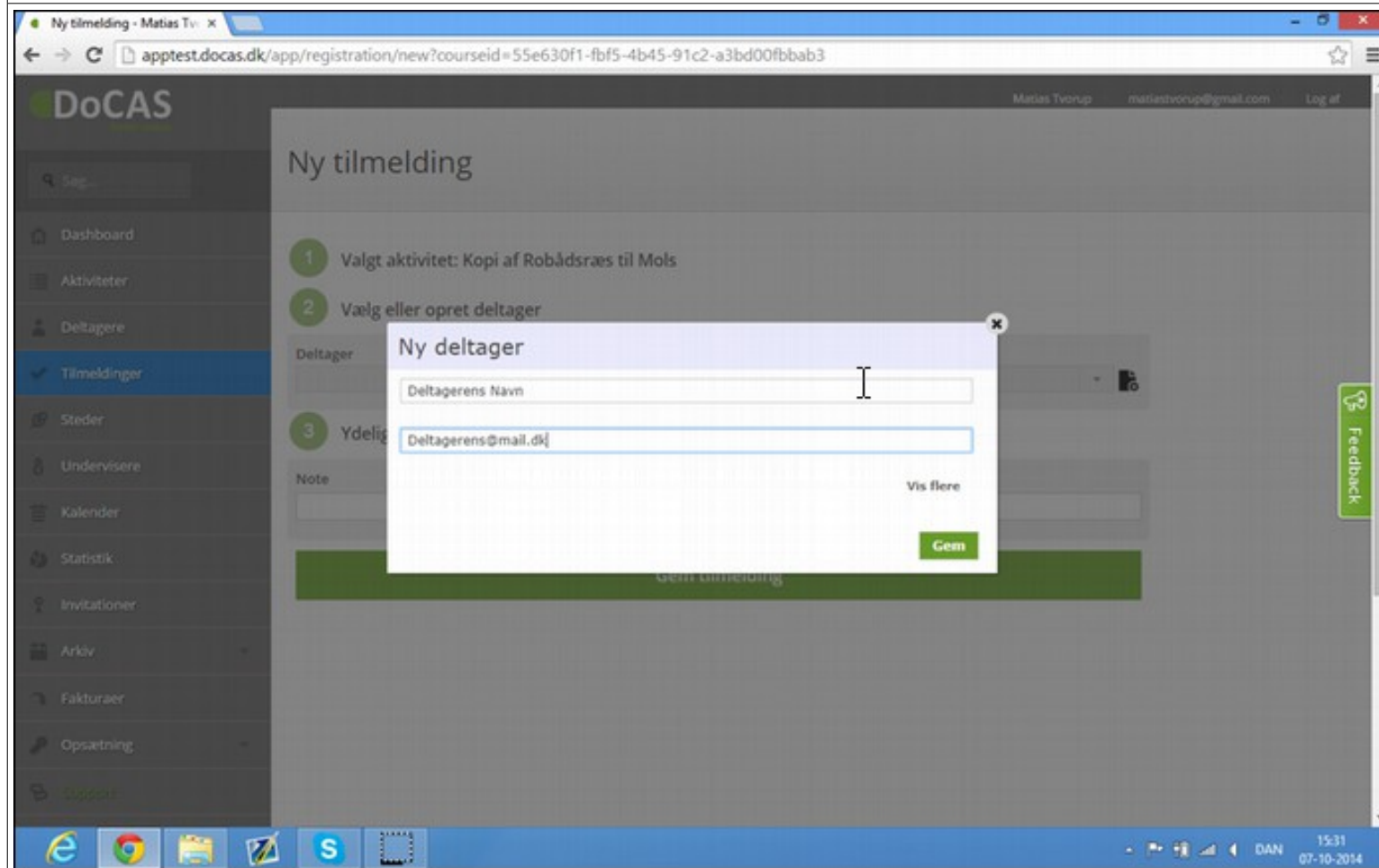
The Windows taskbar at the bottom shows the system tray with the time 15:31 and date 07-10-2014.

4. Klik på ny-knappen.



The screenshot shows a web browser window with the URL `apptest.docas.dk/app/registration/new?courseid=55e630f1-fbf5-4b45-91c2-a3bd00fbbab3`. The page title is "Ny tilmelding" (New registration). The interface is in Danish and features a dark sidebar on the left with navigation options: Dashboard, Aktiviteter, Deltagere, Tilmeldinger (highlighted), Steder, Undervisere, Kalender, Statistik, Invitationer, Arkiv, Fakturaer, Opsætning, and Support. The main content area has three numbered steps: 1. Valgt aktivitet: Kopi af Robådsræs til Mols; 2. Vælg eller opret deltager; 3. Ydeligere information. Under step 2, there is a "Deltager" label and an empty input field. A circular callout with a hand cursor icon points to a small "ny" (new) button next to the input field. Below the input field is a "Note" label and another empty input field. At the bottom of the form is a large green button labeled "Gem tilmelding" (Save registration). A vertical green "Feedback" button is on the right side of the page. The Windows taskbar at the bottom shows the time as 15:31 on 07-10-2014.

5. Udfyld deltagerens navn og e-mail.



The screenshot shows a web browser window with the URL `apptest.docas.dk/app/registration/new?courseid=55e630f1-fbf5-4b45-91c2-a3bd00fbbab3`. The page title is "Ny tilmelding" (New registration) and the user is logged in as "Matias Tvorup" with email "matias.tvorup@gmail.com".

The main content area displays a registration process with three steps:

- 1 Valgt aktivitet: Kopi af Robådsræs til Mols
- 2 Vælg eller opret deltager
- 3 Ydelig

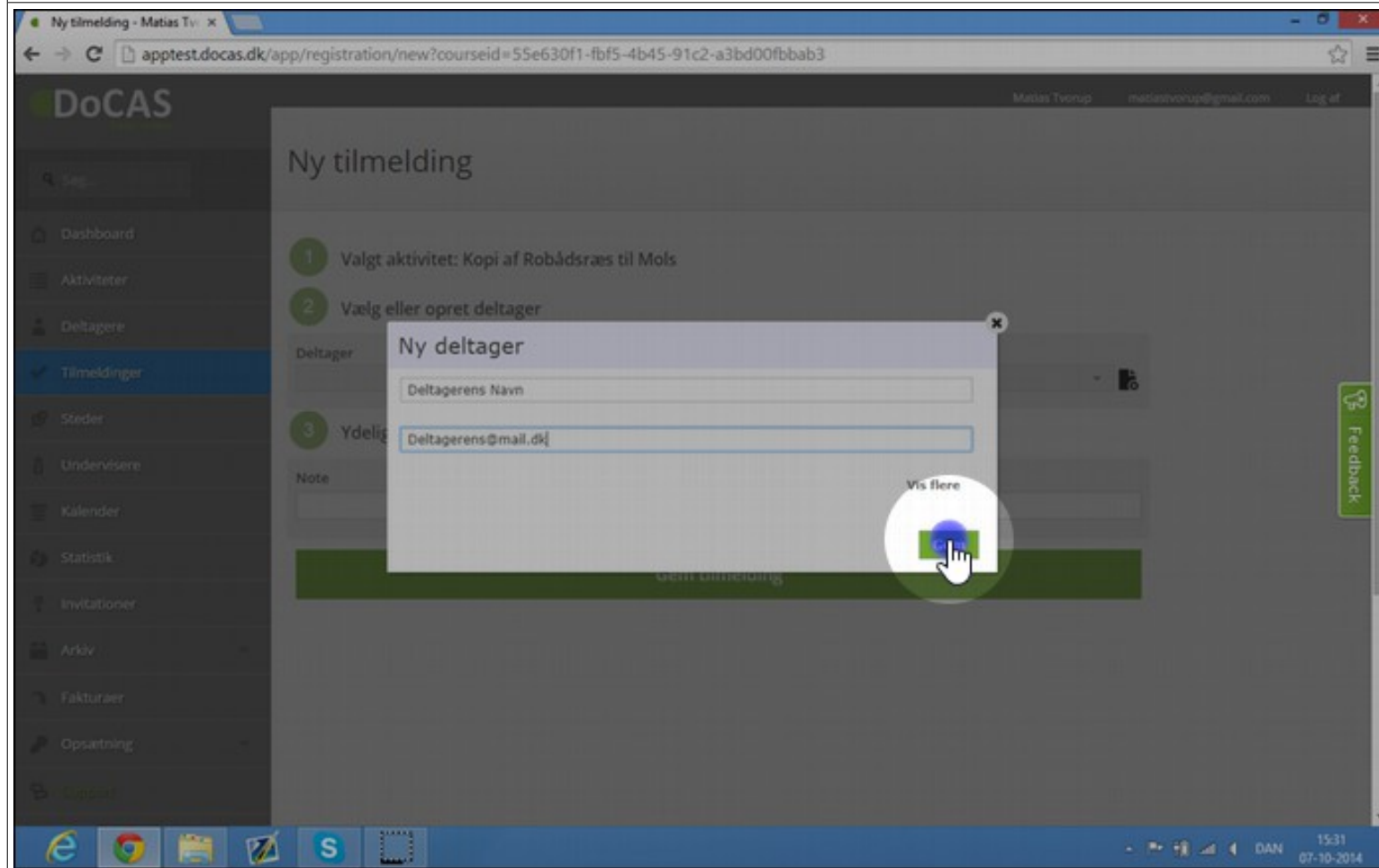
A modal dialog box titled "Ny deltager" (New participant) is open, containing the following fields:

- Deltagerens Navn (Participant Name): An empty text input field with a cursor.
- Deltagerens@mail.dk (Participant Email): A text input field containing the text "Deltagerens@mail.dk".

Below the email field, there is a "Vis flere" (Show more) link and a green "Gem" (Save) button. A "Feedback" button is visible on the right side of the page.

The Windows taskbar at the bottom shows the time as 15:31 on 07-10-2014.

6. Vælg "Gem".



The screenshot shows a web browser window with the URL `apptest.docas.dk/app/registration/new?courseid=55e630f1-fbf5-4b45-91c2-a3bd00fbbab3`. The page title is "Ny tilmelding" (New registration) and the user is logged in as "Matias Tvorup". The main content area displays a three-step registration process:

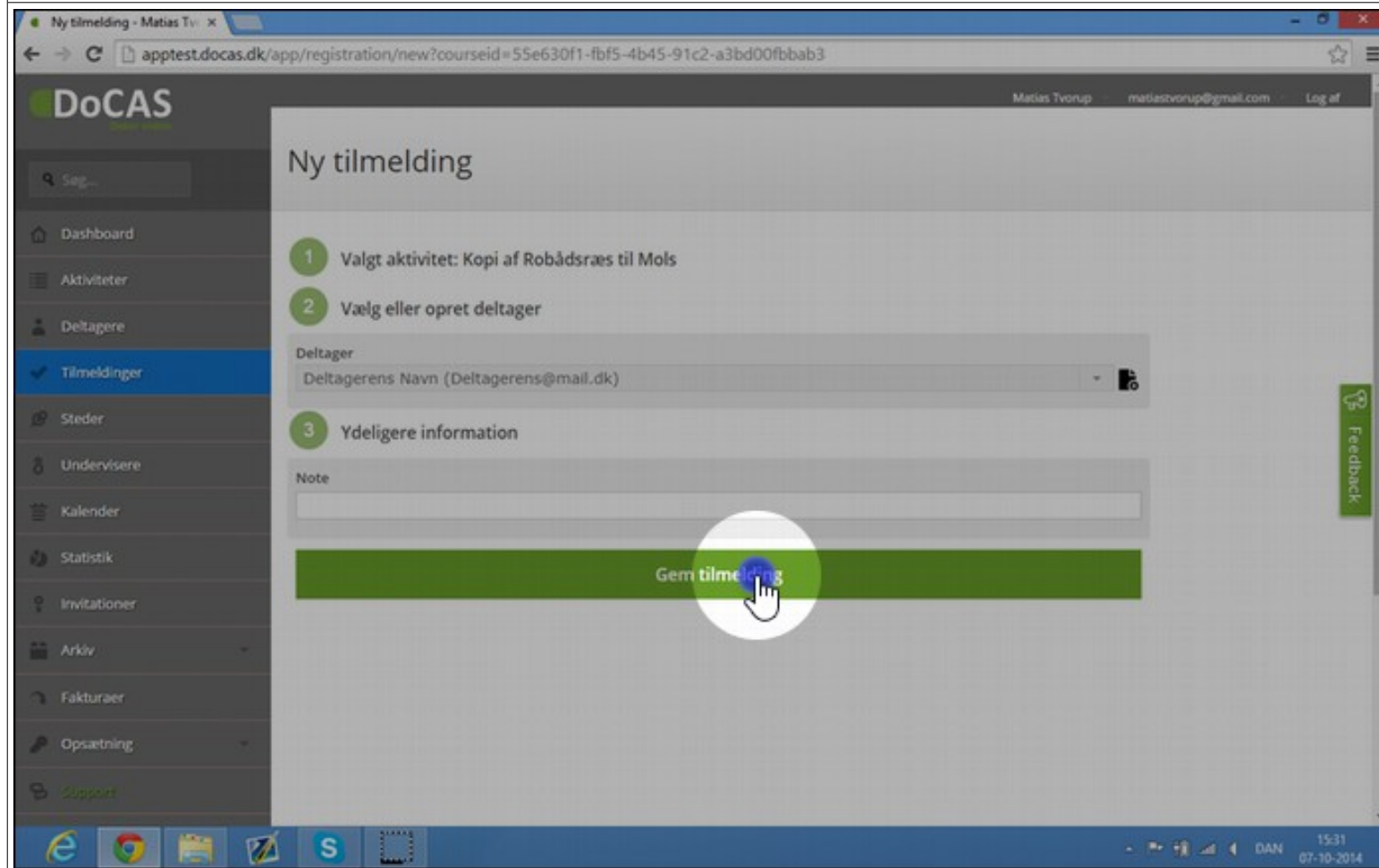
- 1 Valgt aktivitet: Kopi af Robådsræs til Mols
- 2 Vælg eller opret deltager
- 3 Ydelig...

A modal dialog box titled "Ny deltager" (New participant) is open, containing the following fields:

- Deltagerens Navn (Participant's Name)
- Deltagerens@mail.dk (Participant's Email)
- Note

A "Vis flere" (Show more) button is visible at the bottom of the dialog. A hand cursor is pointing to a green "Gem" (Save) button at the bottom right of the dialog. A "Feedback" button is also visible on the right side of the page. The Windows taskbar at the bottom shows the time as 15:31 on 07-10-2014.

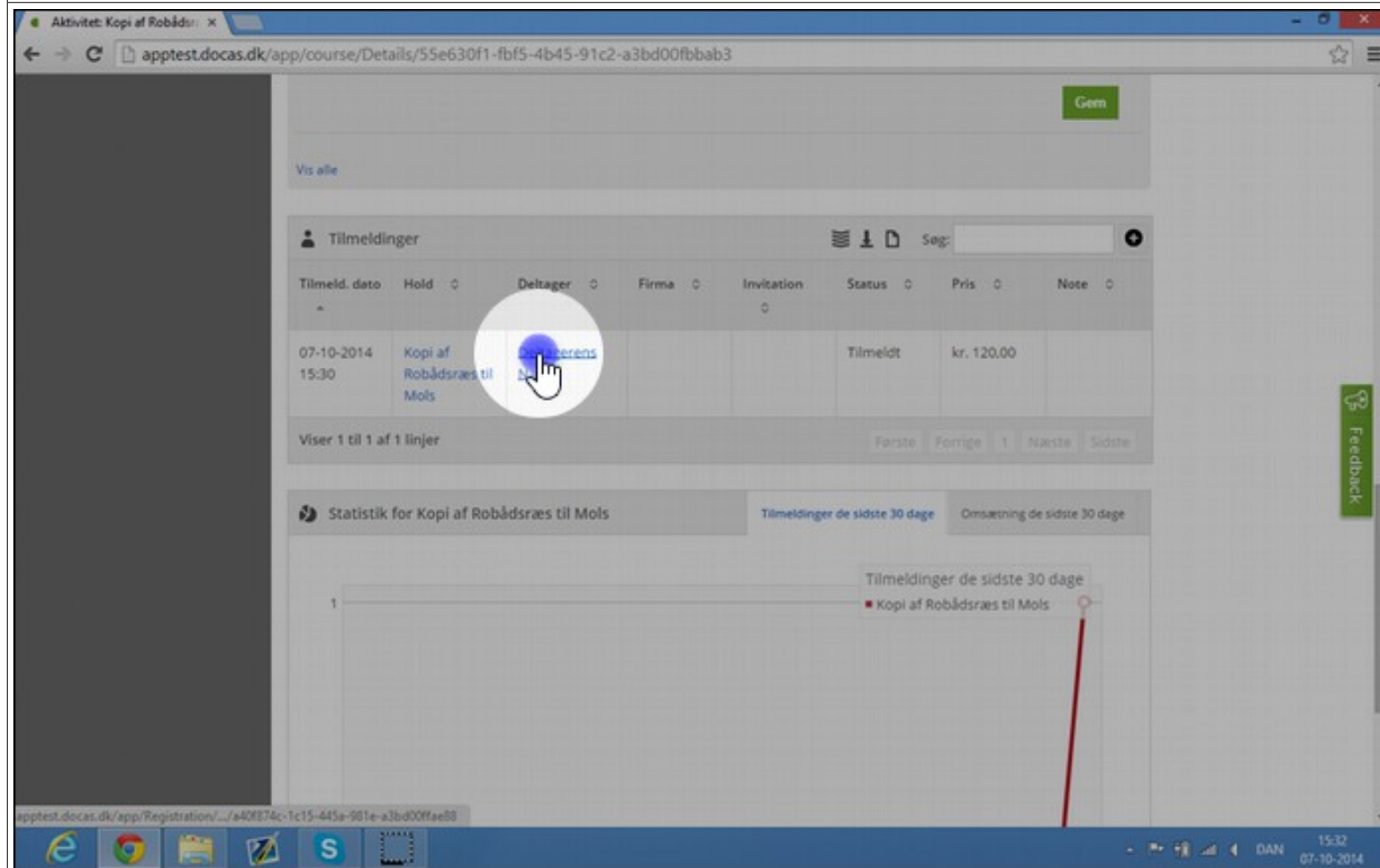
7. Vælg "Gem tilmelding".



The screenshot shows a web browser window with the URL `apptest.docas.dk/app/registration/new?courseid=55e630f1-fbf5-4b45-91c2-a3bd00fbbab3`. The page title is "Ny tilmelding" (New registration). The left sidebar contains a navigation menu with items: Dashboard, Aktiviteter, Deltagere, Tilmeldinger (highlighted), Steder, Undervisere, Kalender, Statistik, Invitationer, Arkiv, Fakturaer, Opsætning, and Support. The main content area has three numbered steps: 1. Valgt aktivitet: Kopi af Robådsræs til Mols, 2. Vælg eller opret deltager, and 3. Ydeligere information. Below step 2, there is a "Deltager" field with the text "Deltagerens Navn (Deltagerens@mail.dk)". Below step 3, there is a "Note" field. At the bottom of the main content area, there is a prominent green button labeled "Gem tilmelding" (Save registration), which is highlighted by a white circle with a hand cursor. On the right side of the page, there is a vertical green button labeled "Feedback". The Windows taskbar at the bottom shows the time as 15:31 on 07-10-2014.

8. For at fjerne en tilmelding:

Scroll ned i bunden af aktivitetens side, her finder du tilmeldinger. Klik på den deltager der skal fjernes.



The screenshot shows a web browser window displaying a registration management interface. The URL is `apptest.docas.dk/app/course/Details/55e630f1-fbf5-4b45-91c2-a3bd00fbbab3`. The page title is "Aktivitet: Kopi af Robådsr...". A green "Gem" button is visible in the top right. Below the header, there is a "Tilmeldinger" section with a table of registrations. The table has columns for "Tilmeld. dato", "Hold", "Deltager", "Firma", "Invitation", "Status", "Pris", and "Note". The first row shows a registration on "07-10-2014" at "15:30" for "Kopi af Robådsræs til Mols", with the participant name "Lars Petersen" circled in red. Below the table, there is a "Statistik for Kopi af Robådsræs til Mols" section with a chart showing "Tilmeldinger de sidste 30 dage" and "Omsætning de sidste 30 dage". The chart shows a single data point for "Kopi af Robådsræs til Mols". The Windows taskbar at the bottom shows the time as 15:32 on 07-10-2014.

Tilmeld. dato	Hold	Deltager	Firma	Invitation	Status	Pris	Note
07-10-2014 15:30	Kopi af Robådsræs til Mols	Lars Petersen			Tilmeldt	kr. 120,00	

9. Vælg "Afmeld deltager".

The screenshot shows the DoCAS web application interface. The browser address bar displays the URL: `apptest.docas.dk/app/Registration/Details/a40f874c-1c15-445a-981e-a3bd00fae88`. The page title is "Tilmelding: Deltagerens Navn Kopi af Robådstræs til Mols".

Left Sidebar (Navigation):

- Dashboard
- Aktiviteter
- Deltagere
- Tilmeldinger** (Selected)
- Steder
- Undervisere
- Kalender
- Statistik
- Invitationer
- Arkiv
- Fakturaer
- Opsætning
- Support

Main Content Area:

Tilmelding: Deltagerens Navn Kopi af Robådstræs til Mols

Aktivitet: Kopi af Robådstræs til Mols, 21-10-2014 13:00	Deltager: Deltagerens Navn, Deltagerens@mail.dk
Status: Tilmeldt	Pris: kr. 120,00
Betalt:	Note: Ikke udfyldt
Invitationskode: Ikke udfyldt	

Right Side Action Buttons:

- Flyt deltager
- Sæt deltager på venteliste
- Afmeld deltager** (Highlighted with mouse cursor)
- Slet tilmelding
- Send kvittering
- Vis deltager
- Vis aktivitet

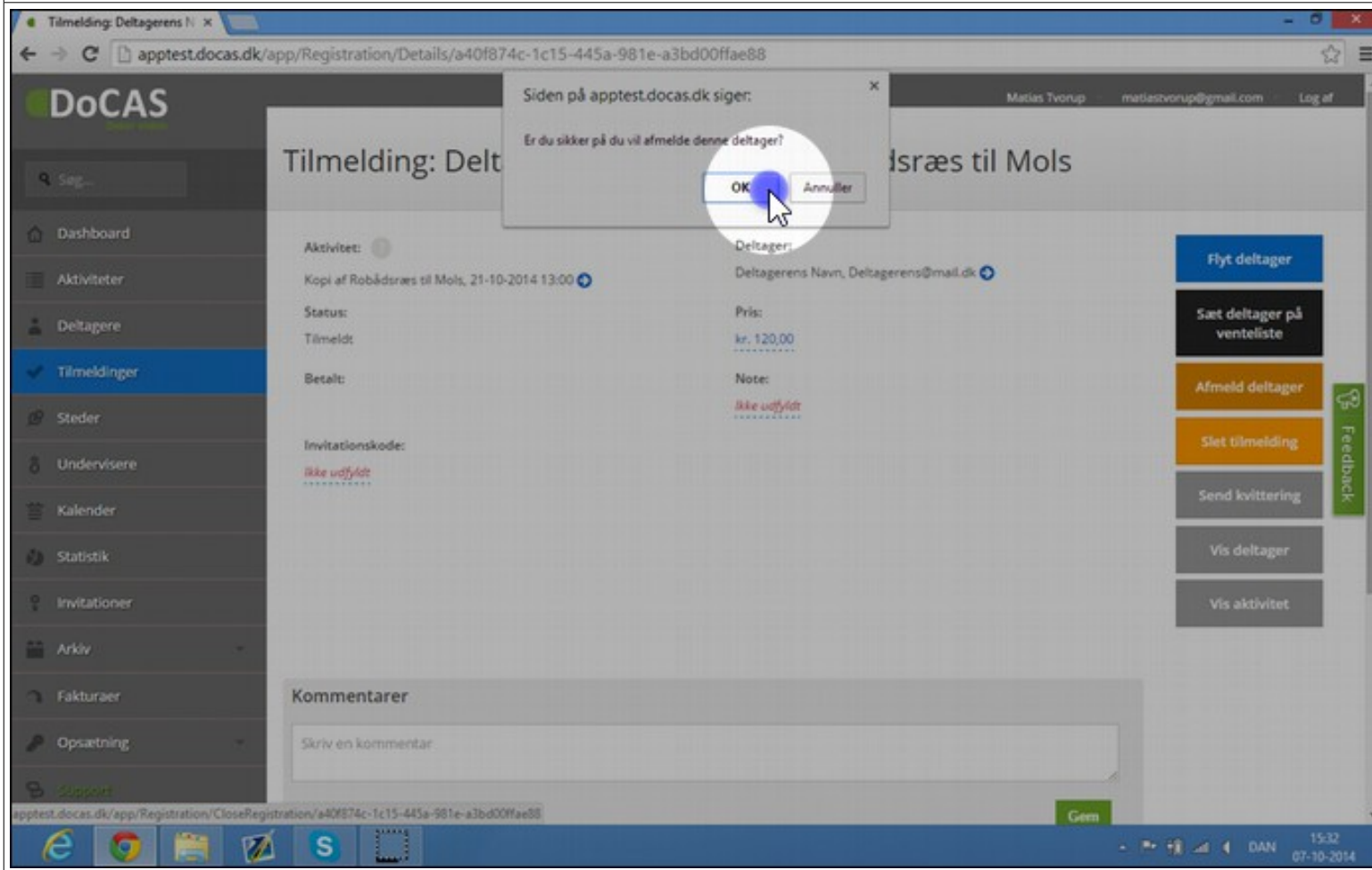
Bottom Section:

Kommentarer

Skriv en kommentar: [Input field]

Bottom status bar: 15:32 07-10-2014

10. Tryk "OK".



The screenshot shows the DoCAS registration interface. A modal dialog box is displayed in the center, asking for confirmation: "Siden på apptest.docas.dk siger: Er du sikker på du vil afmelde denne deltager?" (The page on apptest.docas.dk says: Are you sure you want to deregister this participant?). The dialog has two buttons: "OK" and "Annuller". A mouse cursor is pointing at the "OK" button, which is highlighted with a blue circle. The background shows the registration details for a participant named "Deltagerens Navn" with a price of 120,00 kr. The interface includes a sidebar with navigation options like "Dashboard", "Aktiviteter", "Deltagere", "Tilmeldinger", "Steder", "Undervisere", "Kalender", "Statistik", "Invitationer", "Arkiv", "Fakturaer", "Opsætning", and "Support". The top navigation bar shows the user's name "Matias Tvorup" and email "matias.tvorup@gmail.com". The bottom status bar shows the time "15:32" and date "07-10-2014".