

# Cycle Training Database

A bespoke Microsoft Access database offering a complete solution to the management of a complex programme of cycle training. Features include:

- ◆ **Client booking system** including automatic generation of confirmation information to trainees and client organisations,
- ◆ **Instructor booking system**, with features for monitoring the training and development of your instructor body. Includes a Conflict Calculator to eliminate the possibility of double bookings, and automatic emails to instructors.
- ◆ **Budget management system**, offering detailed reporting for funders, and invoicing of paying clients. Capable of handling matched funding.
- ◆ Underlying **double-entry accounting system** enabling the tracking of all costs, calculating payments for instructors, including mileage payments

Developed for Cycle Training UK (London), Britain's leading supplier of cycle training, it is licensed for sale to other cycle training organisations, and is now also in use by:

- ◆ Luton City Council
- ◆ Royal Borough of Kingston
- ◆ Bike for Life (Brighton)
- ◆ Sandwell Primary Care Trust

...and others.

The image displays several screenshots of the Cycle Training Database software interface:

- Budget Viewer:** Shows a summary of budget data for 'Ealing 2003-4'. Total allocated is £48,130.57, total invoiced is £38,955.29, and the difference is £9,175.28. A table below lists budget items with columns for Name, Budget, Total spent, from this budget, Courses spent, and Sessions spent.
- Transactions List:** Displays a list of transactions with columns for Date, Description, Amount, Credit Account, and Debit Account. It includes a search filter for 'Account' and 'Trainer'.
- Trainees:** A form for entering trainee details, including name, address, contact information, and training interests. It also shows a table for session bookings with columns for Date, duration, Course or trainee, and Canceled.
- Sessions list:** A table showing session details, including date, duration, course/trainee, and instructor. It includes a search filter for 'Instructors'.
- Summary Report:** A financial summary table with columns for Cash from trainees, Cash advances, Total for month, Bank Paid, Running Bal to pay, and Error from prev month.

For more information please contact  
 Simeon Bamford on 07941 054837 [sim@sim.me.uk](mailto:sim@sim.me.uk)  
 Demonstrations can be arranged in **London** or **Edinburgh**

# Further details

Enter details of **trainees**, the sessions they are taking, the instructors who are running the sessions, and financial details, all in the same easy-to-use screen:

Use a similar interface for group **courses**, for **schools** and other organisations:

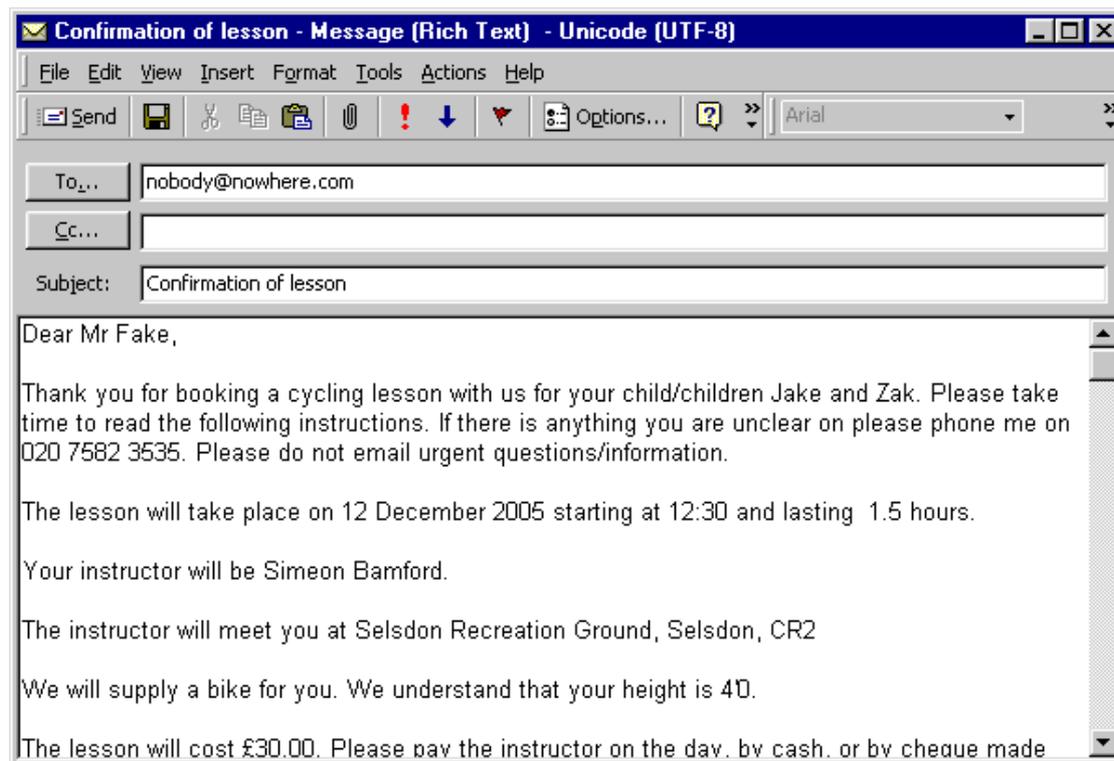


Manage your **contacts** - potential clients, funders, suppliers:

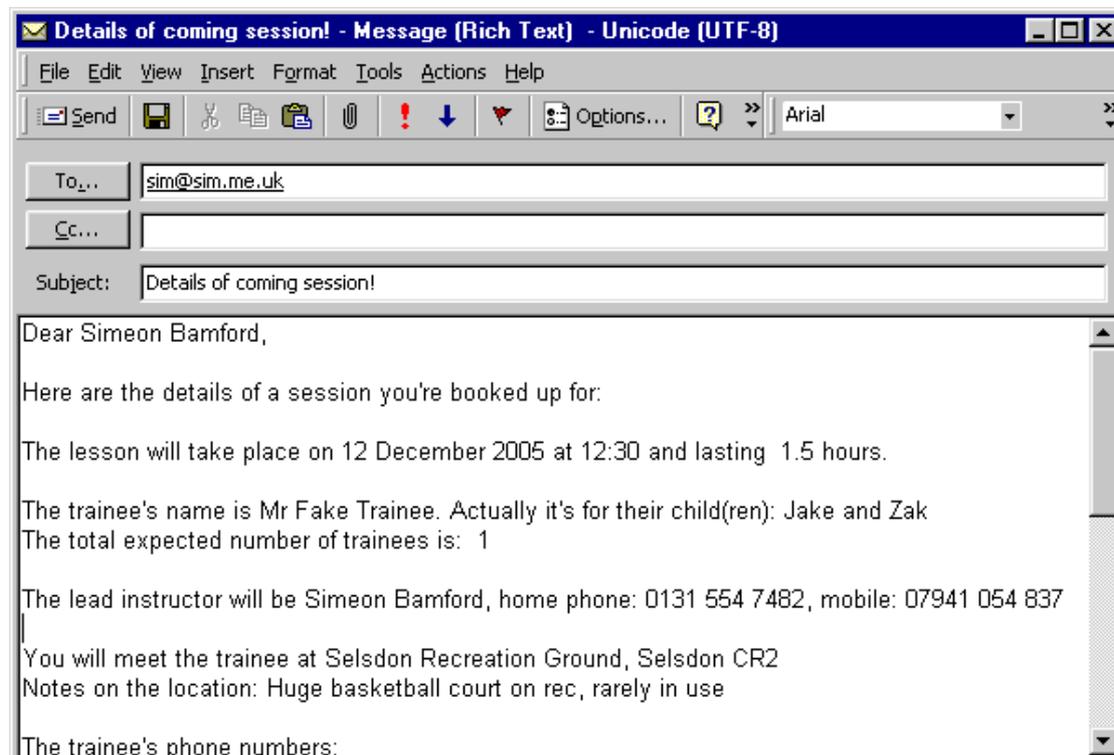
Generate **automatic confirmation letters** to schools about courses:

Date and start time	Duration	No of instructors	Special notes
Wed 23 Feb 2005 13:30	2 hours	1	Assembly / Client admin...two classroom sessions with year 5.
Wed 09 Mar 2005 10:15	2 hours	2	Bike checks and Control skills with 6 trainees.

Generate **automatic email confirmation** or letters to individual trainees:



Generate automatic **emails to your instructors** giving details of sessions:



Take **feedback** from your instructors session by session:

The screenshot shows the 'Instructors' window in the Cycle Training Database. The window title is 'Cycle Training Database - [Instructors]'. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. The main area is divided into several sections:

- Search and Navigation:** Search field with 'SAB', buttons for 'Offers', 'Detailed account', 'Account by month', 'Pay! (use with caution)', 'Statement', and 'New instructor'.
- Tabs:** General, Training, Sessions, Other Labour, Other Transactions.
- Session Management:** Buttons for 'Enter admin for this course', 'Enter purchase for this session', 'Enter incident for this session', 'Refresh', 'All sessions coming up', and 'Trainee feedback'.
- Session Details:**
  - Date and duration: Mon 12/12/05 00:00, 1
  - Name: Mr Fake Trainee
  - Type of session: Indiv
  - Type of course: [dropdown]
  - Level at start: 1.a0
  - Cancelled date: [empty]
  - Reason: [empty]
  - Course or trainee notes: For screenshot
  - Session notes: [empty]
  - Session booking notes: [empty]
- Financials:**
  - Number of trainees: 1
  - Individuals: No Bike [checked]
  - Kids' names: Jake
  - They owe: £30.00
  - Cash taken: £0.00
  - Cheque(s) taken: £0.00
  - Credit card: £0.00
  - Budget: Ealing 2004-5 Individuals
  - Funder paid: £30.00
- Location:** Selsdon Recreation Ground, Selsdon CR2. Note: Huge basketball court on rec, rarely in use.
- Feedback Table:**

Who	Position	Basic	Admin	Mil's	Other	Pay	Feedback
SAB	Lead	12.00	2.50	2.00		16.50	Excellent session. Got him riding in 20 mins. Spent the rest of the time drilling him on better braking and steering.
						0.00	

Track all other payments and expenses for your instructors, then print them **statements of account**:

The screenshot shows the 'Statement for an instructor' window in the Cycle Training Database. The window title is 'Cycle Training Database - [Statement for an instructor]'. The menu bar includes File, Edit, View, Tools, Window, and Help. The toolbar contains various icons for printing and navigation. The main area displays a financial statement for Simeon Bamford:

**For: Simeon Bamford**  
**1F2 6 Trafalgar Street**  
**EH6 4DH**  
**Between 1/1/02 and 1/1/03**

**Sales to instructor**

Date	Description	Amount
04/10/02	Sale of goods: Madison	44.94
28/10/02	Sale of goods: Madison	12.00
Total Sales to instructor for Simeon Bamford		£56.94

**Salary**

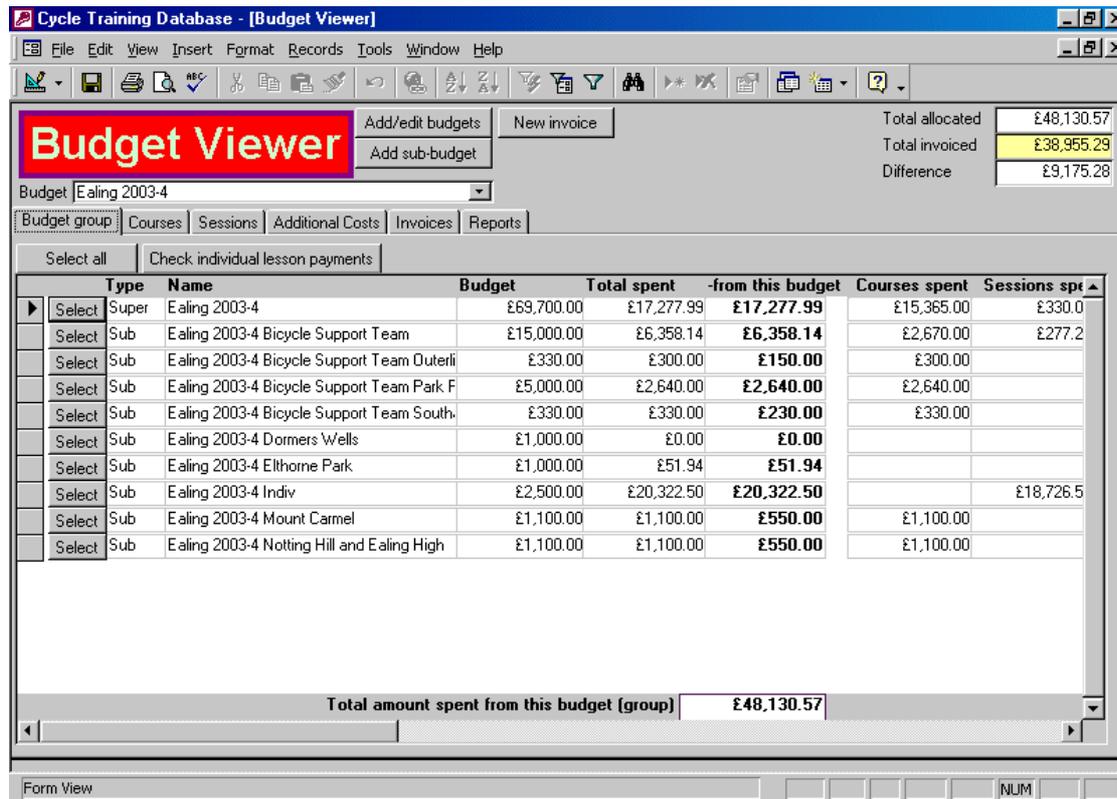
Date	Description	Amount
30/04/02	Labour: SAB Salary	(764.66)
31/05/02	Labour: SAB salary	(935.26)
30/06/02	Labour: SAB salary	(857.02)
31/07/02	Labour: SAB Salary	(935.88)
31/08/02	Labour: SAB Salary	(1,251.86)
30/09/02	Labour: SAB Salary	(1,044.48)
31/10/02	Labour: SAB Salary	(935.66)
Total Salary for Simeon Bamford		(£6,724.79)

**Purchases for company**

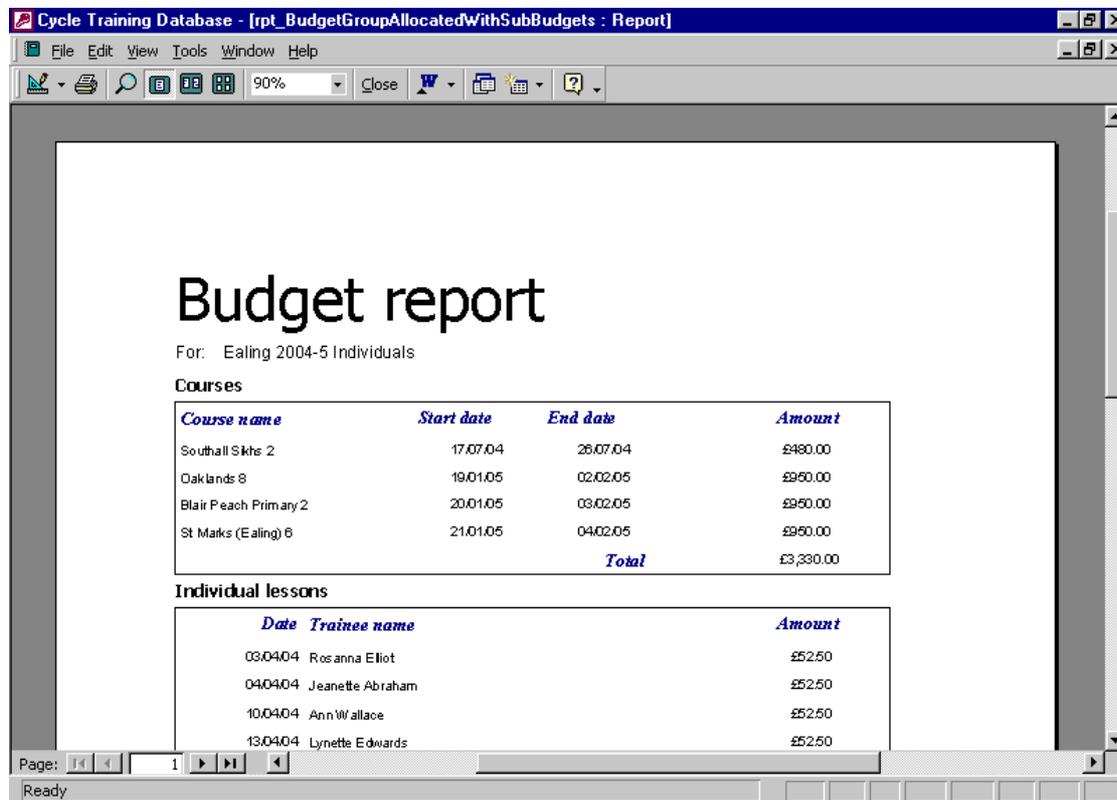
Date	Description	Amount
03/04/02	Purchase: Train to Bristol to meet Cycle West	(32.00)
05/04/02	Purchase: labels	(1.09)
13/04/02	Purchase: stationery	(5.90)
15/04/02	Purchase: stationery	(38.46)

Page: 1 of 1

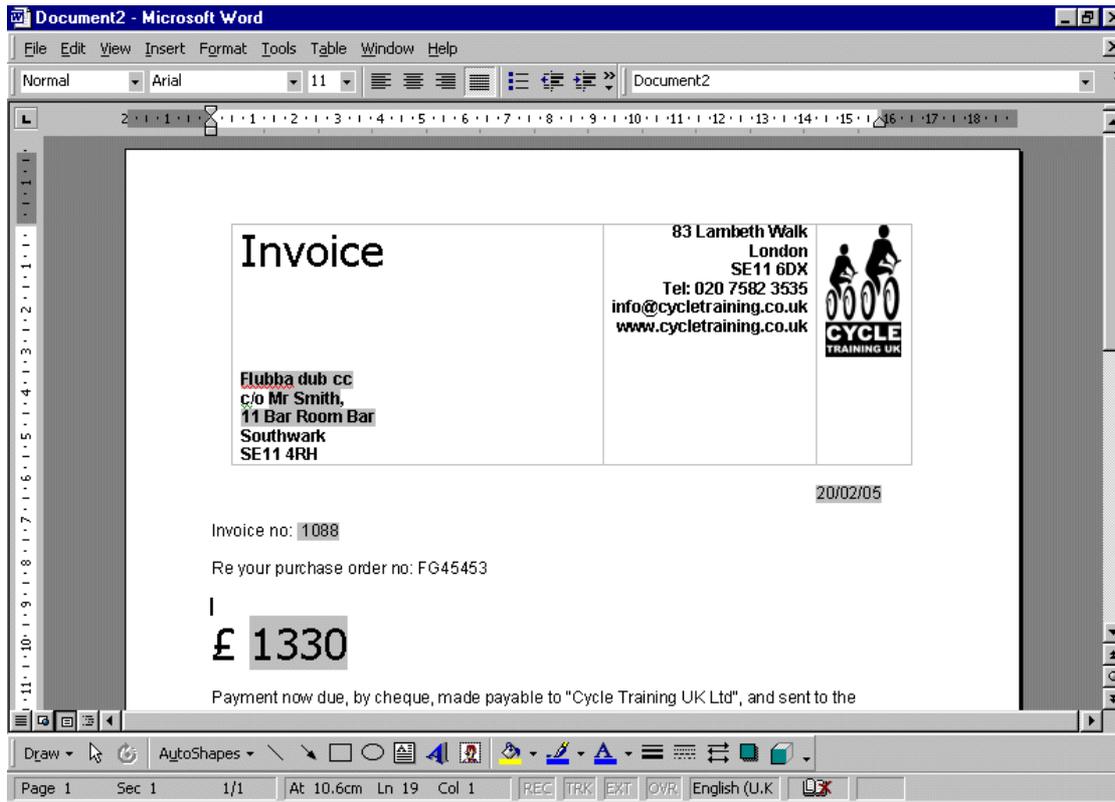
The **Budget Viewer** calculates running totals for monies allocated and spent on budgets and sub-budgets, allowing you to drill down into the details of each course or session.



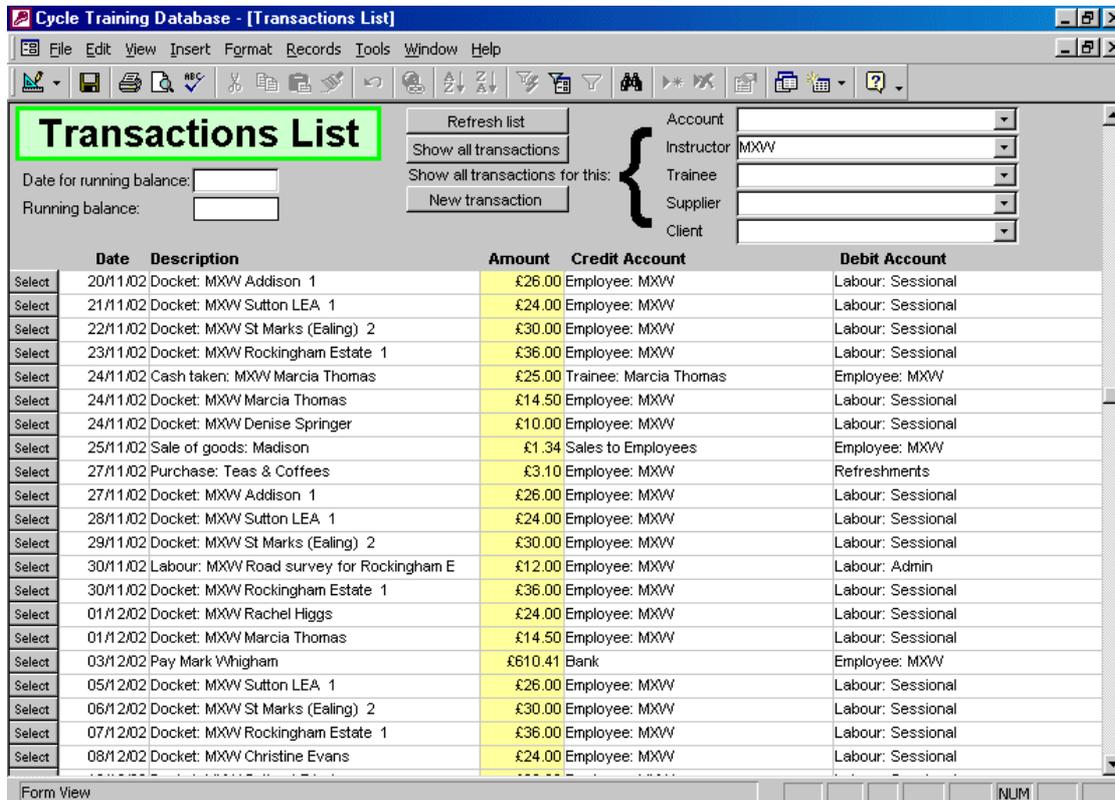
Then you can get a range of **budget reports** for each budget or sub-budget:



Generate **automatic invoices** to clients:

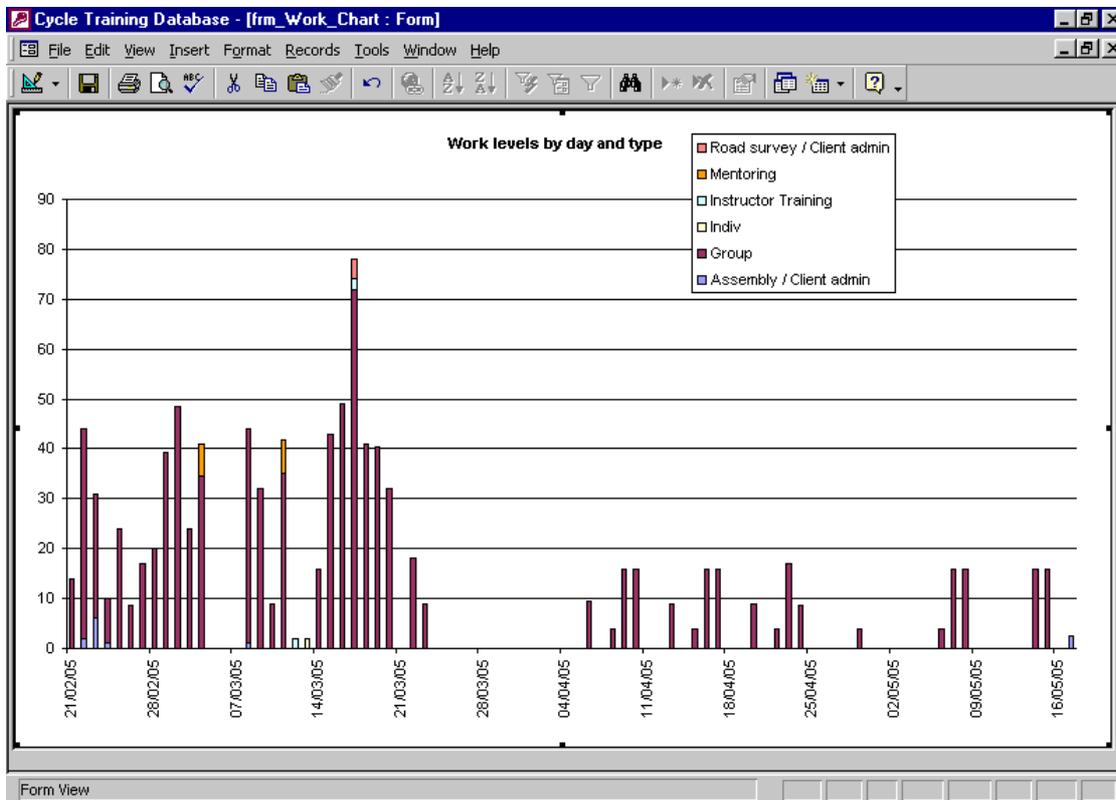


Log all other expenses and transactions in the integrated **double-entry accounting system**. This can form the basis of your annual accounts, or department's accounts.



Track the progress of your instructors as you train them:

Monitor your work levels:



And many, many other features!