

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. The 'Budget Viewer' shows a table with columns for Type, Name, Budget, Total spent, Courses spent, and Sessions spent. The 'Transactions List' shows a table with columns for Date, Description, Amount, Credit Account, and Debit Account. The 'Trainees' form shows fields for personal details, contact information, and training preferences. The 'Sessions list' shows a table with columns for Date and duration, Course or trainee, and Canceled. A financial summary table at the bottom right shows 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
 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:

83 Lambeth Walk
London
SE11 6DX
Tel: 020 7582 3535
info@cycletraining.co.uk
www.cycletraining.co.uk

CYCLE TRAINING UK

Ms Marple
Adamsrill Primary
Adamsrill Road
Lower Sydenham
SE26 4AQ

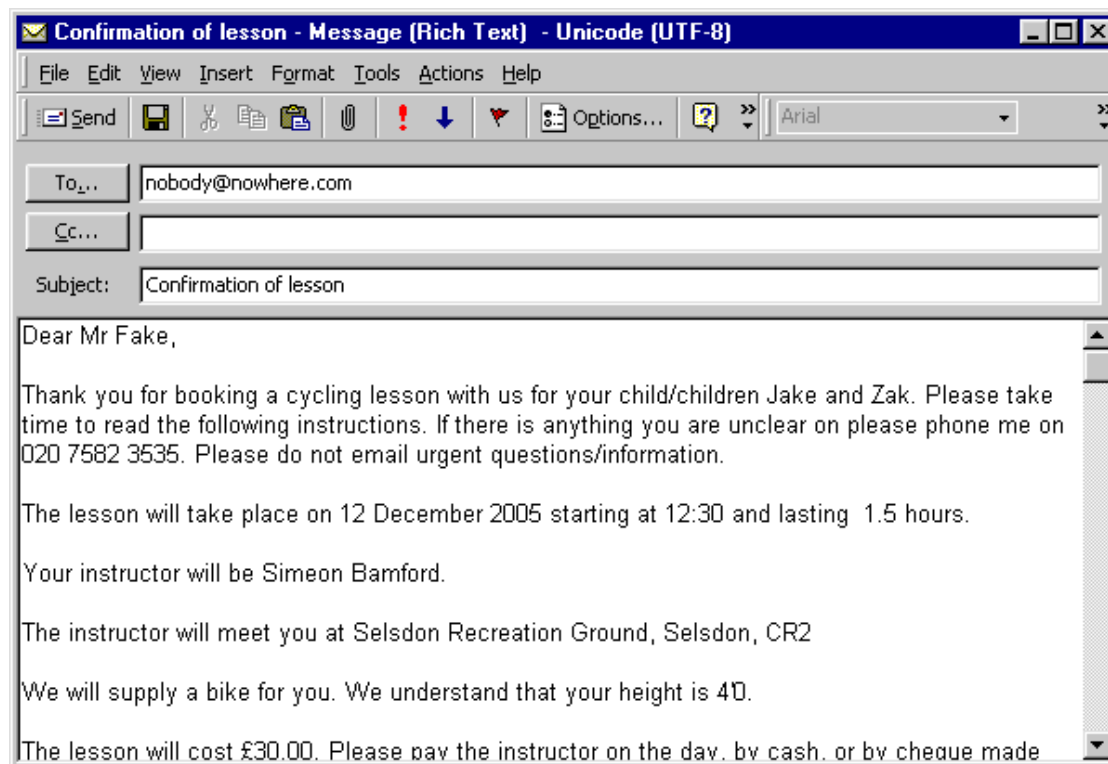
20/02/05

Dear Ms Marple,

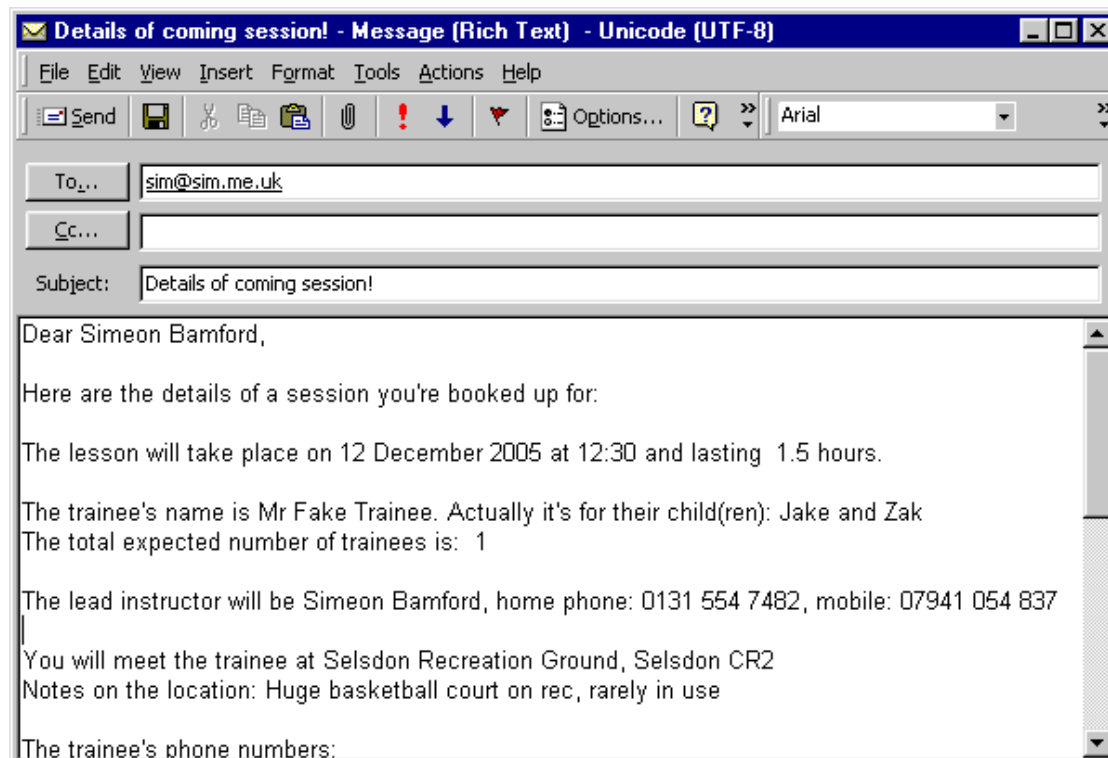
Thank you for booking us to run some cycle training at your school. This is to confirm that we will be with you on the following dates:

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 'Cycle Training Database - [Instructors]' window. The 'Instructors' tab is active, and the search field contains 'SAB'. The 'Sessions' sub-tab is selected. The session details include: Date and duration: Mon 12/12/05 00:00; Name: Mr Fake Trainee; Type of session: Indiv; Type of course: ; Number of trainees: 1; Level at start: 1.a0; Covered by end: ; Course or trainee notes: For screenshot; Session notes: ; Session booking notes: ; Feedback: Excellent session. Got him riding in 20 mins. Spent the rest of the time drilling him on better braking and steering. The feedback table shows SAB as the instructor with a pay of 16.50. The session was held at Selsdon Recreation Ground, Selsdon, CR2.

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 'Cycle Training Database - [Statement for an instructor]' window. The statement is for Simeon Bamford, 1F2 6 Trafalgar Street, EH6 4DH, between 1/1/02 and 1/1/03. It details sales to the instructor, salary payments, and purchases for the company.

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

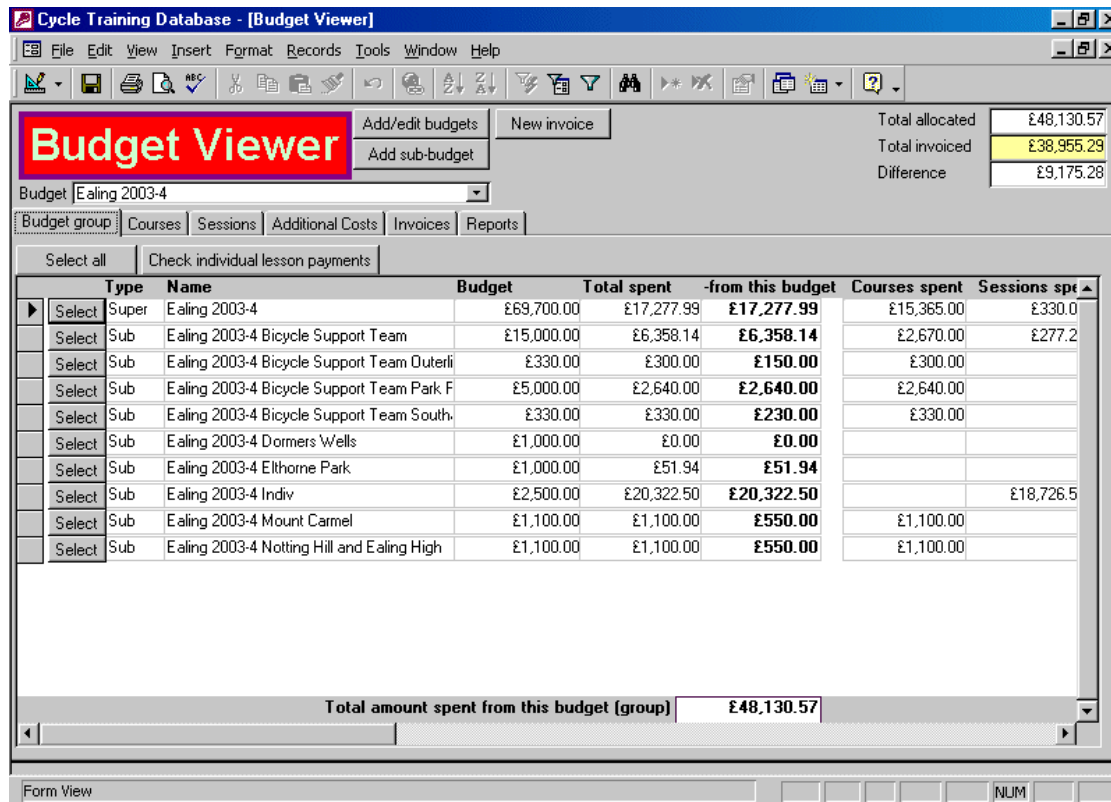
Salary

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)

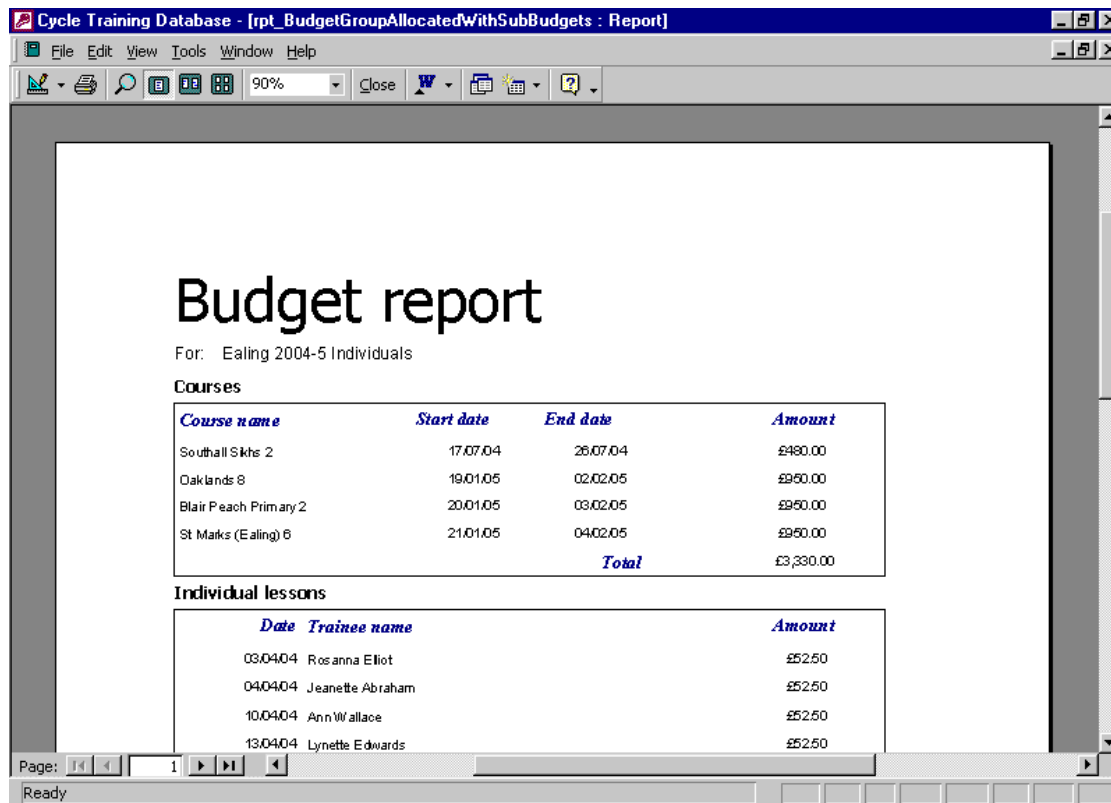
Purchases for company

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)

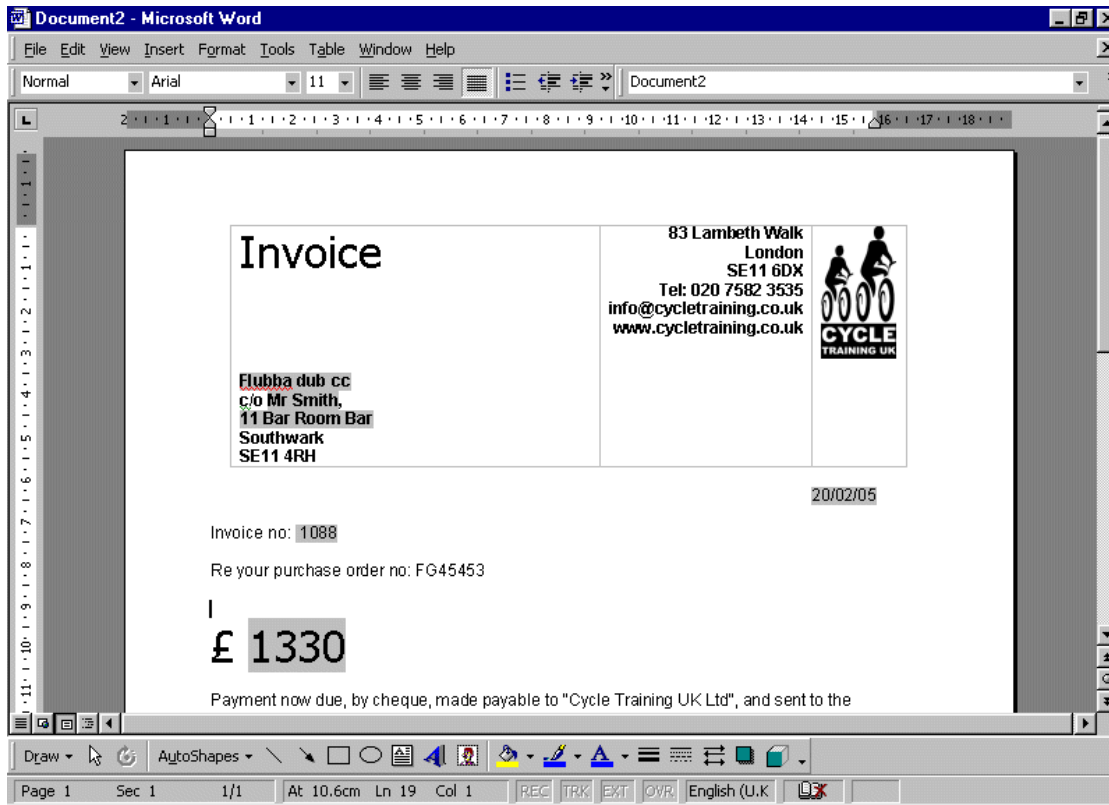
The **Budget Viewer** calculates running totals for monies allocated and spent on budgets and sub-budgets, allowing you to drill down into the details of each course or session.



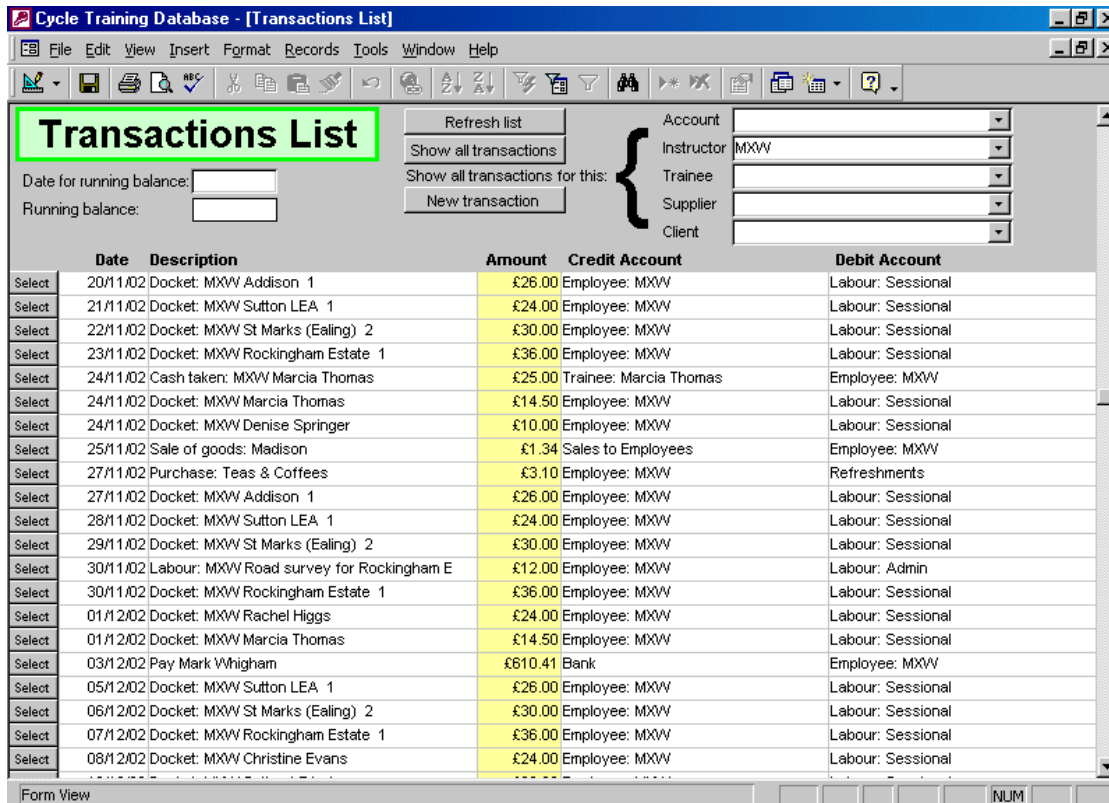
Then you can get a range of **budget reports** for each budget or sub-budget:



Generate **automatic invoices** to clients:

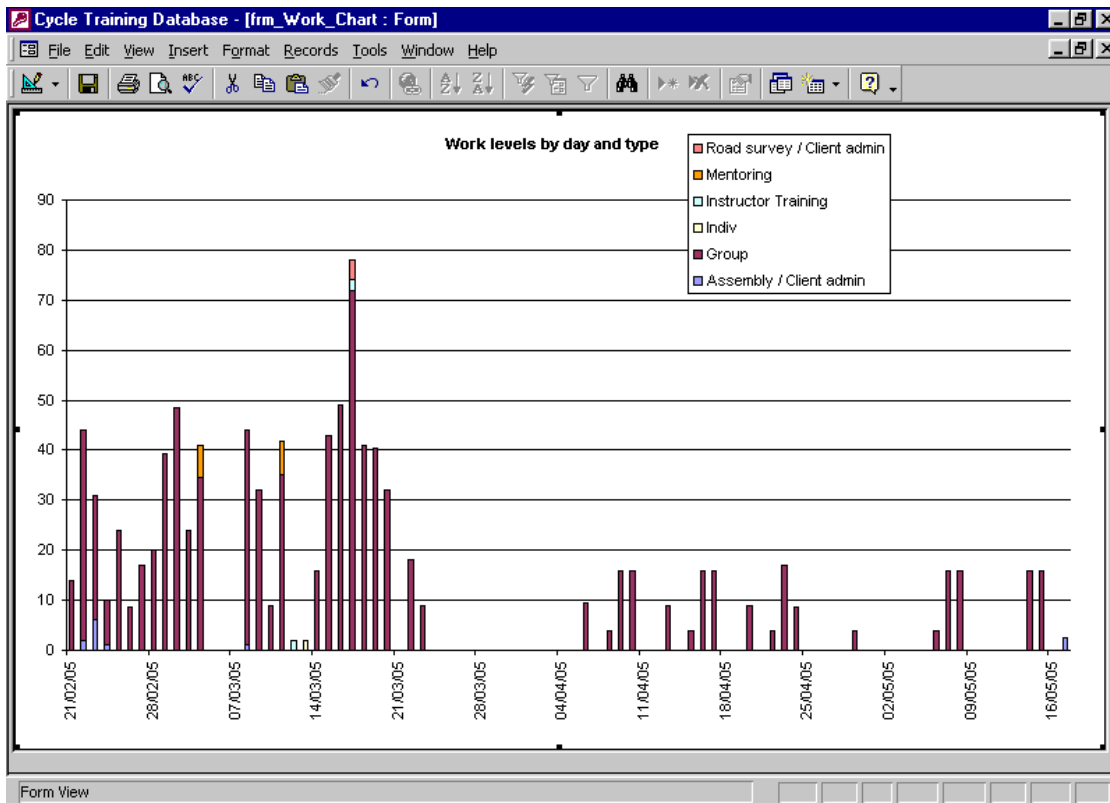


Log all other expenses and transactions in the integrated **double-entry accounting system**. This can form the basis of your annual accounts, or department's accounts.



Track the progress of your instructors as you train them:

Monitor your work levels:



And many, many other features!