

Training Administrator

user manual

Content

1 Introduction	3
1.1 Properties of web services	3
2 User management	4
2.1 New user registration	5
2.2 User login	8
2.3 Recovering/resetting a forgotten password	9
2.4 Re-sending confirmation	13
2.5 confirmed user	13
3 Web service and options	14
3.1 Profile of the main assistant	15
3.2 Training items	15
3.2.1 Common features of Training Items management	16
3.2.1.1 Viewing training items	16
3.2.1.2 Creation and modification of Training Items	17
3.2.1.3 Deleting items	18
3.2.1.4 Detailed view of item	19
3.2.2 Price lists	20
3.2.2.1 Viewing price lists	20
3.2.2.2 Creation and modification of price lists	20
3.2.3 Assistants	23
3.2.4 Sports field	23
3.2.5 Clients	23
3.3 Lesson	24
3.3.1 Viewing lessons	24
3.3.2 Creating and editing lessons	25
3.3.3 Deleting Lessons	27
3.4 Billing	27
3.4.1 Billing settings	28
3.4.2 Billing outputs	28
3.4.3 Viewing the bill	29

Manual revision

[illegible]

1 Introduction

Training Manager is a web service for managing lessons in sports and social processes. A web service is a standard web service

- functional on web browsers of the latest versions of MS Edge, Firefox, Google Chrome, Opera, Internet Explorer. It is assumed that the web application should meet the conditions for most available and especially currently updated web browsers
- Current currently on higher resolution laptops and desktops
- unusable on tablets and smartphones with lower resolution (will be in the future)

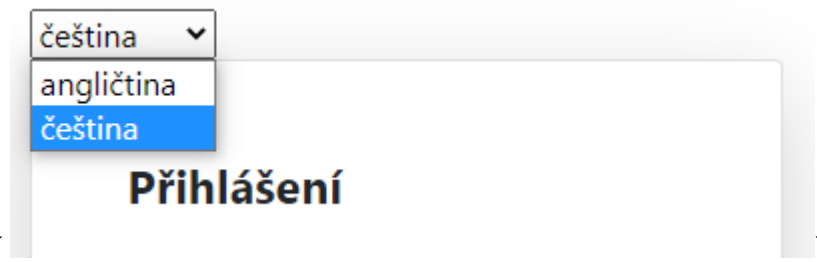
The web service is temporarily free with full functionality. All questions, comments, errors found, other requests for the service should be sent to trainingmanag@gmail.com.

The owner of the website accepts no response or answers for web service billing errors, errors, etc. When errors are found and information about the error is received by email, everything will be immediately adjusted and put in order.

1.1 Web Services Properties

Some features of web services or individual pages are common and apply:

- all websites are described in this service feature
- the language of the web service can only be selected before logging in, the language cannot be



- on the Learning Materials homepage, sample videos and this manual are included
- on all web service pages, a tooltip is displayed when the mouse is placed over the items
- the web service should not allow any invalid data to be stored

2 User management

Each user of the web service is identified by a current, functional email address and password. Each user can create an account himself by registering.

Web Services User Management works like any other standard user account management.

The basic account management options are

- new user registration
- user login to the system
- recovery option if the user forgets the password
- sending confirmation (activation) of the account again

2.1 new user registration

New user registration is a service for entering a new user into web services.

New user registration agrees to the terms of use of the web services, which are available on the Registration page, by opening the Registration link you agree to our terms.

Registering a new user agrees to the use of cookies (also agreed on the Registration page by opening the Registration link you agree to our terms and conditions).

The process is as follows:

- valid email addresses of the account, entering a password, entering a confirmation password and confirming the Register action. Valid for password
 - the minimum number of password characters is 6, the maximum number of password characters is 100
 - must contain the password
 - at least one capital letter A - Z
 - at least one small letter a - z
 - at least one digit 0-9
 - at least one special character +. -,...
- example of a valid password: Password1+

čeština ▾

Registrace

Emailová adresa

tmdemo@seznam.cz

Heslo

.....

Potvrďte heslo

.....

Registrací souhlasíte s našimi podmínkami.

Registrovat

Přihlášení	Registrace
Znovu odeslat potvrzení	Zapomenuté heslo?

☐ Výukový materiál

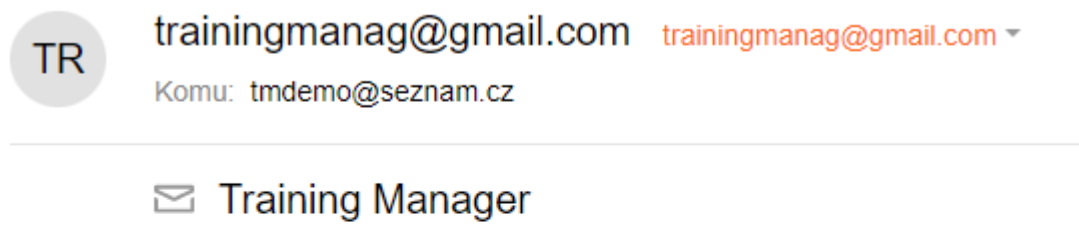
Obrázek 1: registrace účtu

- prompt/information to confirm (activate) the account by email



Obrázek 2: potvrzení registrace

- activation of account confirmation

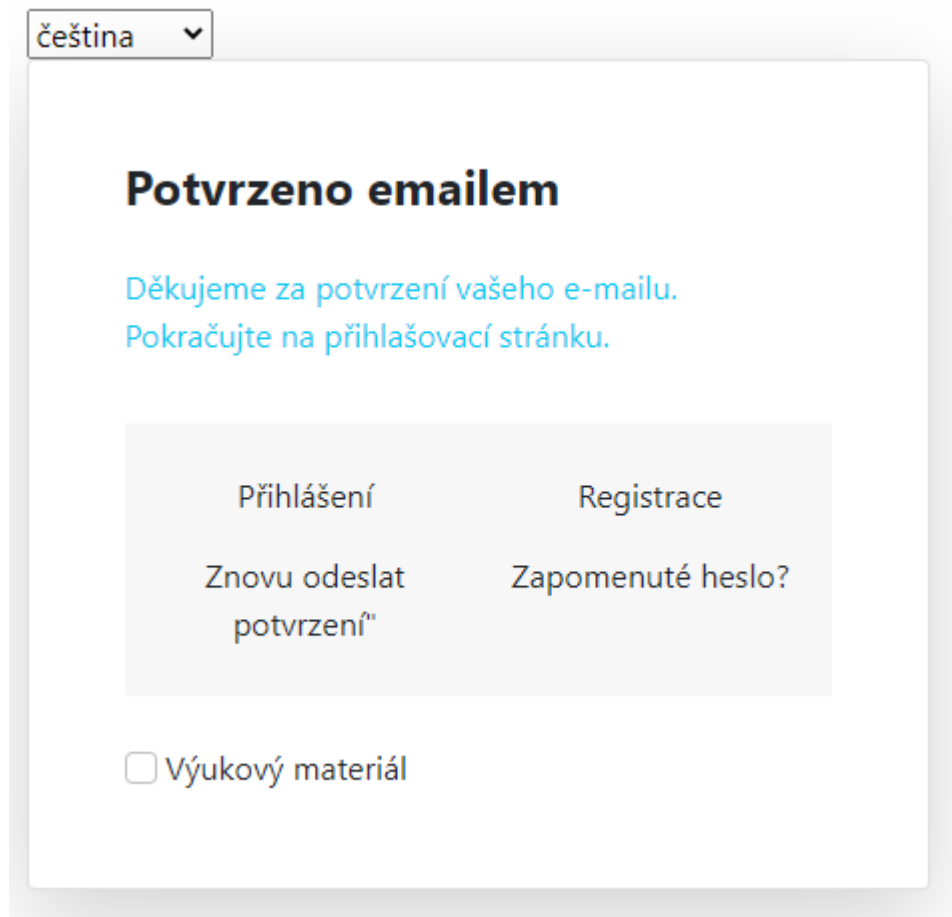


Please confirm your account by [clicking here](#).

Potvrďte svůj účet [kliknutím sem](#).

Obrázek 3: potvrzení/aktivace účtu

- received account activation confirmation and continue as a registered user

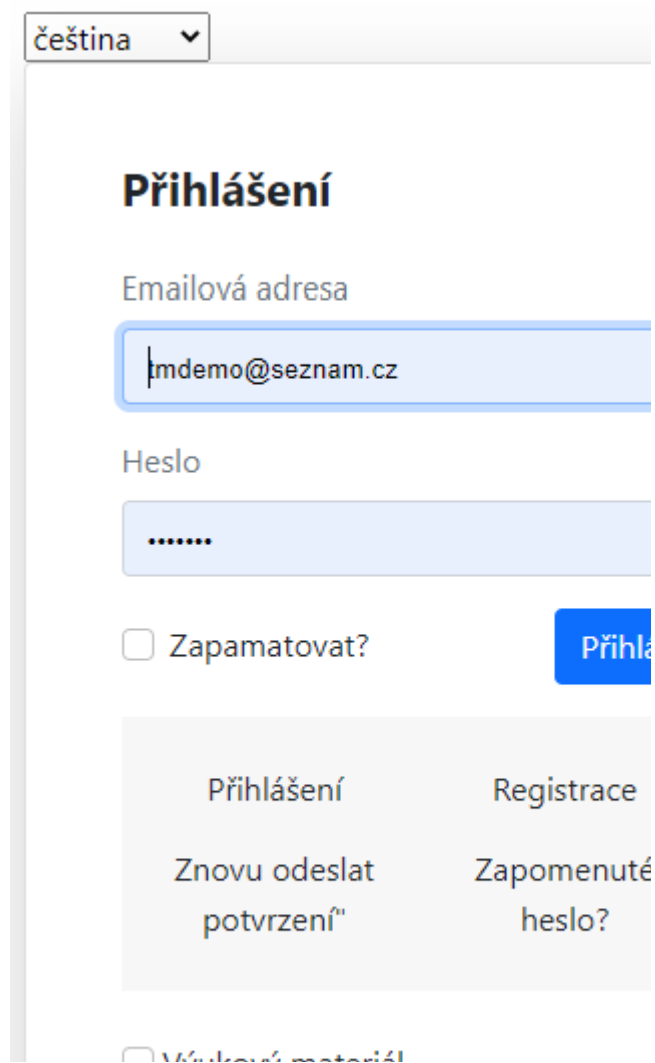


Obrázek 4: informace o úspěšné aktivaci účtu

2.2 user login

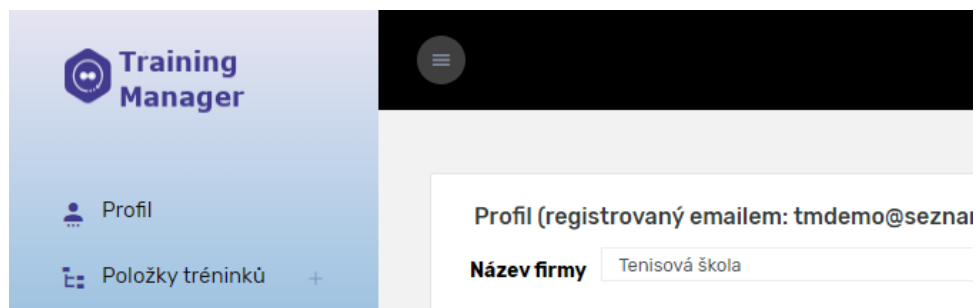
The user's login to web services is as follows:

- entering the email address of the account, password and confirmation of the action



The screenshot shows a web login interface in Czech. At the top left, there is a language selector dropdown menu set to 'čeština'. The main heading is 'Přihlášení'. Below it, the label 'Emailová adresa' is followed by a text input field containing 'mdemo@seznam.cz'. The label 'Heslo' is followed by a password input field with masked characters '.....'. Below the password field is a checkbox labeled 'Zapamatovat?' and a blue button labeled 'Přihlá'. At the bottom, there is a light gray box containing four links: 'Přihlášení', 'Registrace', 'Znovu odeslat potvrzení', and 'Zapomenuté heslo?'. Below this box is another checkbox labeled 'Výukový materiál'.

- use of web services



Obrázek 6: Úvodní stránka aplikace

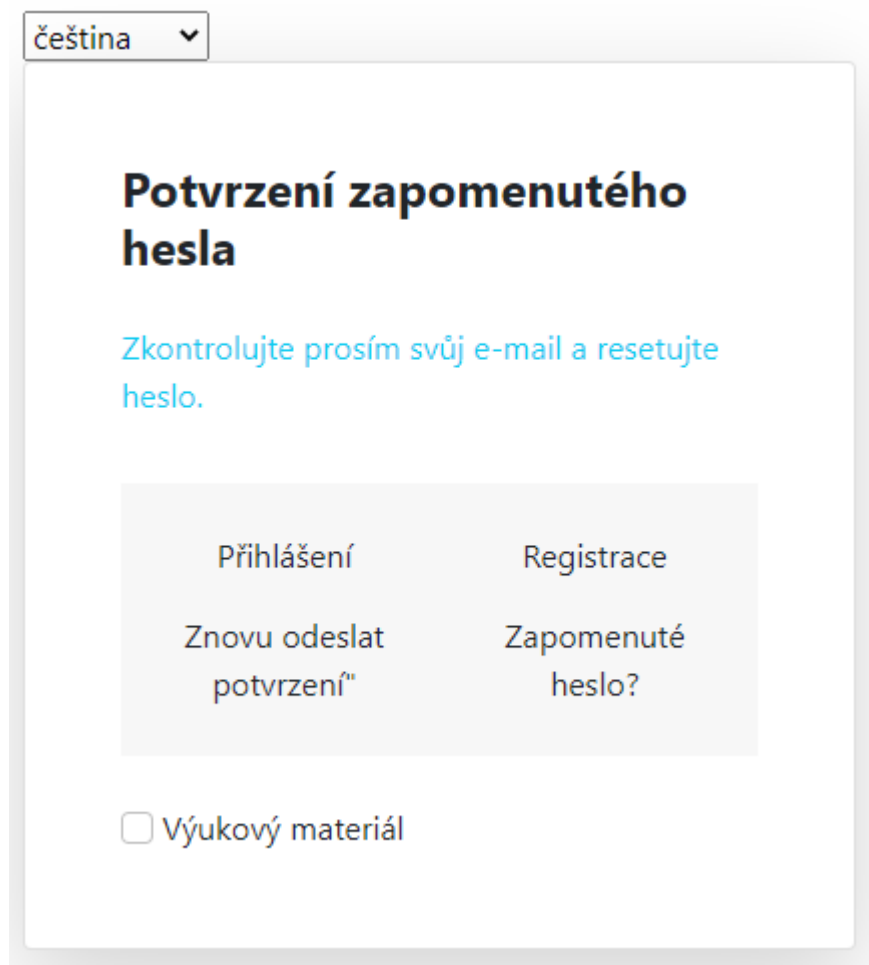
2.3 Recovery/reset of forgotten password

Forgotten password recovery is a feature where the user resets the forgotten password and re-enters the password. Password recovery is in progress:

- entering a valid account Email and confirming the Reset password action

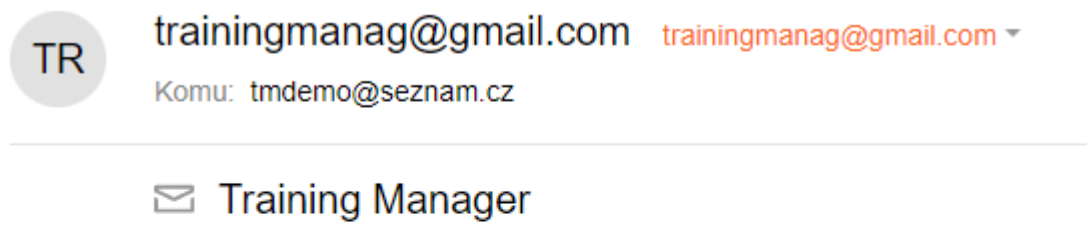
Obrázek 7: úvodní stránka obnovy hesla

- receive password reset confirmation by email



Obrázek 8: potvrzení o resetování hesla mailem

- password reset by email



Please reset your password by [clicking here](#).

Prosím resetujte své heslo [kliknutím sem](#).

Figure 1: resetování hesla z mailu

- valid email addresses of the account, entering a password, entering a confirmation password and confirming the Restore action. Valid for password
 - the minimum number of password characters is 6, the maximum number of password characters is 100
 - must contain the password
 - at least one capital letter A - Z
 - at least one small letter a - z
 - at least one digit 0-9
 - at least one special character +. -,...
- example of a valid password: Password1+

čeština ▾

Obnovit heslo

Emailová adresa

tmdemo@seznam.cz

Nové heslo

.....

Potvrďte heslo

Heslo1+

Přihlášení

Registrace

Znovu odeslat

Zapomenuté

- password change confirmation received and continue to page version

čeština ▼

Potvrzení změny hesla

Vaše heslo bylo změněno. Pokračujte na přihlašovací stránku.

Přihlášení

Registrace

Znovu odeslat
potvrzení"

Zapomenuté heslo?

☐ Výukový materiál

2.4 Re-send confirmation

Resend confirmation is an option to confirm account registration if the account activation email has not arrived.

2.5 by the user

user is a web services property to log out the logged in user and display the Login page.

3 Web service and options

The web service provides management of lessons, their participants, their subjects and related services (such as billing, etc.).

Participants and types of participants:

- assistants: usually coaches, teachers, lesson specialists and one account holder
- sports ground: place of lessons, usually playgrounds, halls, rooms, gymnasiums, etc.
- clients: usually players, pupils for a lesson
- price lists: costs for assistants and lessons

Training Lesson Services:

- setting up web services and the profile of the main assistant - account holder
- accounting for training lessons
- administration of training sessions

3.1 Senior Assistant Profile

The Profile page is displayed by selecting Profile from the main menu.

The page offers to fill in the information offered and save it. The representative and owner of the profile can be in the role of assistant.

To select a price list, the price list must already exist, otherwise a "None" price list is provided.





















3.2 Training items

In the Training items menu, they provide the main service of web management of participants and subjects of training lessons: Assistants, Clients, Sports Venues, Price Lists.

Controlling the management of Training Items is more common, identical. Differences in the management of Training Items will be described in individual chapters related to individual Training Items. The web service provides

- browsing, filtering relevant items
- creation and editing of the selected item
- deleting selected items
- detailed view of the selected item

All training items have predefined, initialized items that cannot be deleted, modified or even copied. It is an item

- price list "without freight" in the items Price lists (
☐ None Bez poplatku    )
- assistant "without assistant" in Assistants items (
☐ None Without assistant None    )
- assistant - account owner in the Assistants items (
☐ Malý Jan The logged user Asistent_1    )
- sports field "without sports field" in the items Sports field (
☐ None The none place None    )
- client "without client" in the items Clients (
☐ None The none client None    )

3.2.1 Common properties of Training Items management

Training items (Price Lists, Clients, Sports Venues and Assistants) have a common management methodology and common graphic symbols (icons and buttons). Much of this commonality will also appear in Lessons and Billing.

3.2.1.1 Viewing training items

The screenshot shows the Training Manager interface. On the left is a sidebar with navigation links: Profil, Položky tréninků (with a plus icon), Klienti, Sportoviště, Asistenti (highlighted), Ceníky, Lekce, and Vyúčtování. At the bottom of the sidebar is a link 'Odhlášení'. The main content area has a dark header with a menu icon and the text 'Tenisová škola (Malý Jan)'. Below this is a settings box titled 'Nastavení zobrazení přehledu asistentů' with a checked option 'Nepoužito od' and a date selector '1. Červen'. Below the settings is a table titled 'Tabulka asistentů'.

<input type="checkbox"/> Jméno a příjmení ^	Poznámky	Ceník		
<input type="checkbox"/> None	Without assistant	None		
<input type="checkbox"/> Malý Jan	The logged user	Asistent_1		
<input type="checkbox"/> Nový Jindřich	Pomocný trenér	Asistent_2		
<input type="checkbox"/> Pokorný Tomáš	Pomocný trenér	Asistent_1		

At the bottom of the table, there are navigation controls: a left arrow, a box with '1', a box with '2', and a right arrow.

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



Obrázek 11: prohlížení Položek tréninků


At the top of the browsing page is the browsing settings area:

- Not used since: provides
 - show all items without restrictions (unchecked option)
 - display only items that have not been used in any lessons since the specified day (checked option). That is, it is an old item that can be deleted, for example.

Below the viewing settings area is another area with a table listing the corresponding settings. The table provides

- sort data by column alphabetically ascending or descending (☐ **Jméno a příjmení** ^), not all columns provide sorting
- scroll through the list of items by page (**1** **2**)
- delete one or more selected items in a table () or delete an item in a row ()




- create a new empty item (in the header of the table ) or create a new item from a copy (on the row of the item in the table )
- edit line item ()
- show detail on line ()

If the control icon is grayed out, the action is not enabled () . these are always prohibited actions:

- unauthorized deletion of standard participants or participants (e.g. price list "without load", assistant as owner profile, ...)
- unauthorized modification of standard participants or participants (e.g. price list "without load", assistant as owner profile, ...)
- delete items if none is selected
- similarly

3.2.1.2 *Creation and editing of Training items*

From the pages of viewing the required Training Items

- we are a new empty item (in the header of the table ) or create a new item from a copy (on the row of the item in the table )
- we edit the item on the line ()

The item creation and editing pages are identical, only the data is filled in or not. After filling in the data, the create or edit action must be confirmed with the Create (new item) or Save (modified item) button. If we do not want to complete the action, we can return the Back button.







If the data is not valid, the action will not be completed with a description of the invalid data.

The creation and modification of the price list will be described in its own chapter, it is more complicated.

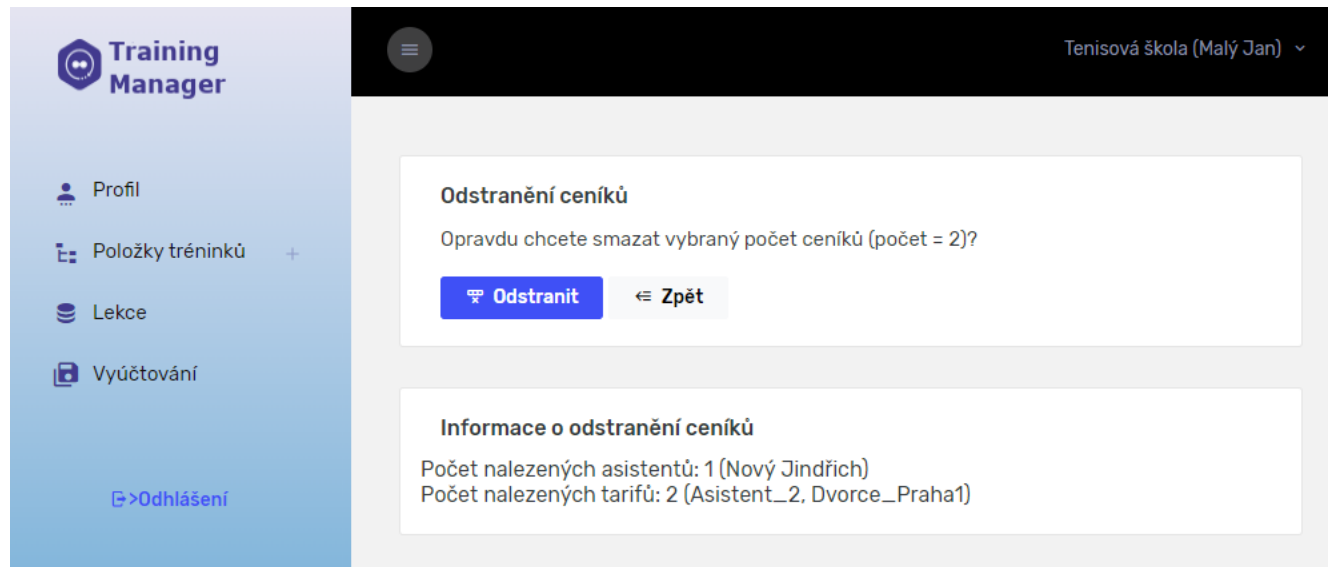
Obrázek 12: nevalidní tvorba nové položky

3.2.1.3 Deleting items

You can remove it from the browsing page

- one item on a table row (eg    ) using icons 
- one or more checked items on the page in the table in the left column and by clicking on the icon  in the table header:

The removal page shows in detail what will be removed, including dependencies on lessons and other dependent items.



Obrázek 14: odstranění položek

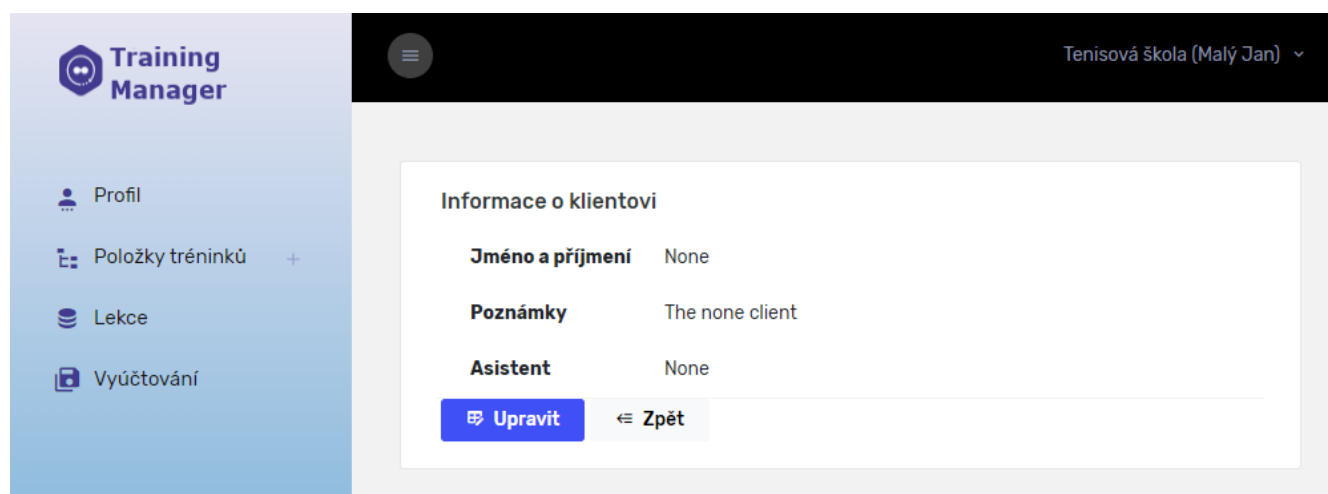
The Delete action must be confirmed with the Delete button (required item). If we don't want to complete the action, we can return the Back button.

3.2.1.4 Detailed view of the item

From the pages of viewing the required Training Items

- we display item details on line (▾)

From the pages of the detailed view of the item, we can switch to its modification by pressing the Edit button. We can go back with the Back button.



Obrázek 15: detailní zobrazení položky

3.2.2 Price lists

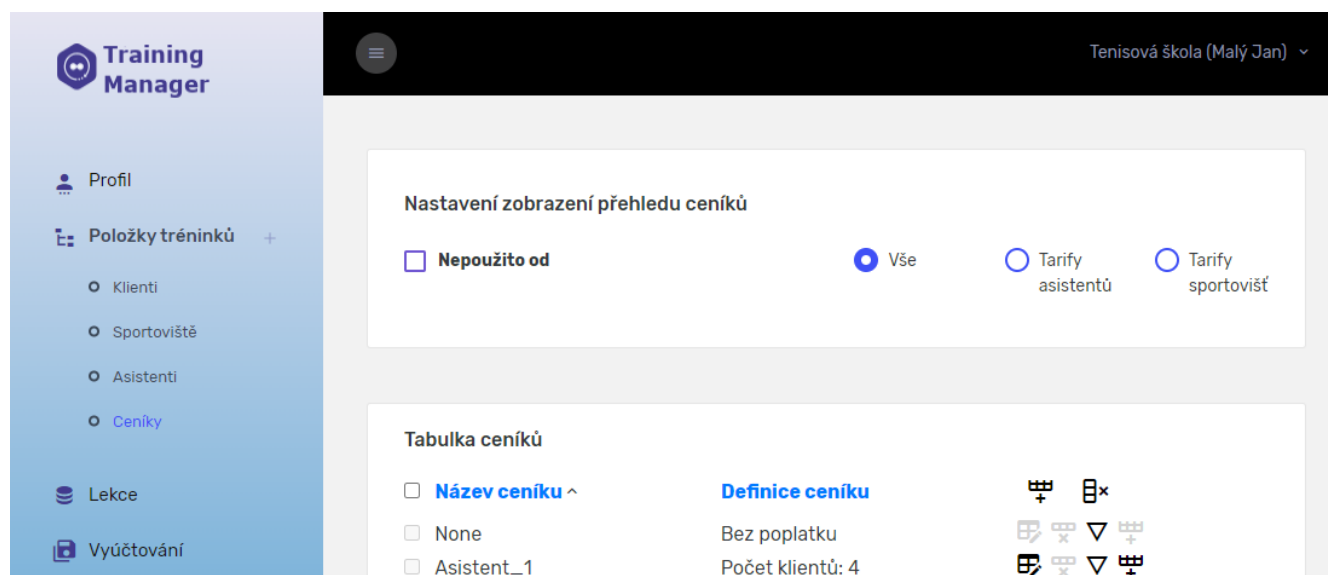
The price lists define the client's price costs for assistants and the sports field for 1 hour.

The web service provides two types of price lists

- price costs for an assistant according to the number of clients per lesson
- price costs for the sports ground according to the type of day and time of day

3.2.2.1 Viewing price lists

Viewing price lists is identical to viewing all other items, only in the Settings area you can additionally filter the display of price lists, price lists for assistants or price lists for sports venues.






Obrázek 16: prohlížení ceníků

3.2.2.2 Creating and editing price lists



The creation and editing of the price list differs from the standard creation and editing of other items.

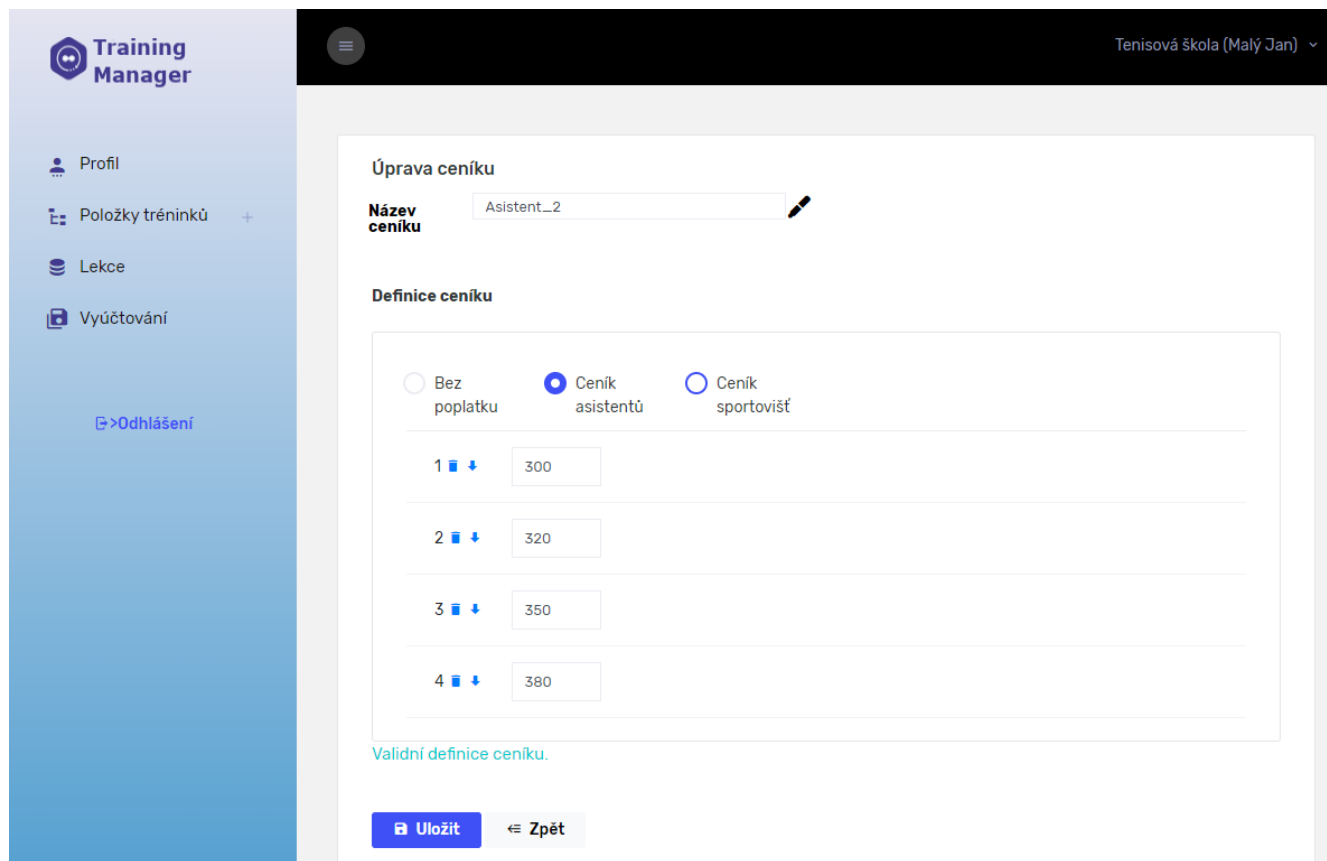
From the Price List viewing pages

- With a new empty Price List (in the header of the table ) or create a new Price List from a copy of the Price List line in the table )
- we will edit the price list on line ()

Price list for assistants

To create and edit the price list for assistants, we must check the Price list for assistants. In the Price list definition area, we define client costs for an assistant according to the number of clients. It applies that the cost for the specified maximum number of clients is also valid for multiple clients.

You can add a line of the number of clients using the icon  and delete a line of the number of clients using the icon . A numeric value must be filled.



Obrázek 17: tvorba a úprava ceníku pro asistenty






Example explanation: Obrázek 17: tvorba a úprava ceníku pro asistenty price list for teaching assistants

- 20.2. 2022, from 16:00 to 18:00, 5 clients per lesson: the assistant is entitled to a reward of CZK 760
- 20.2. 2022, from 18:00 to 20:00, 3 clients per lesson: the assistant is entitled to a reward of CZK 700

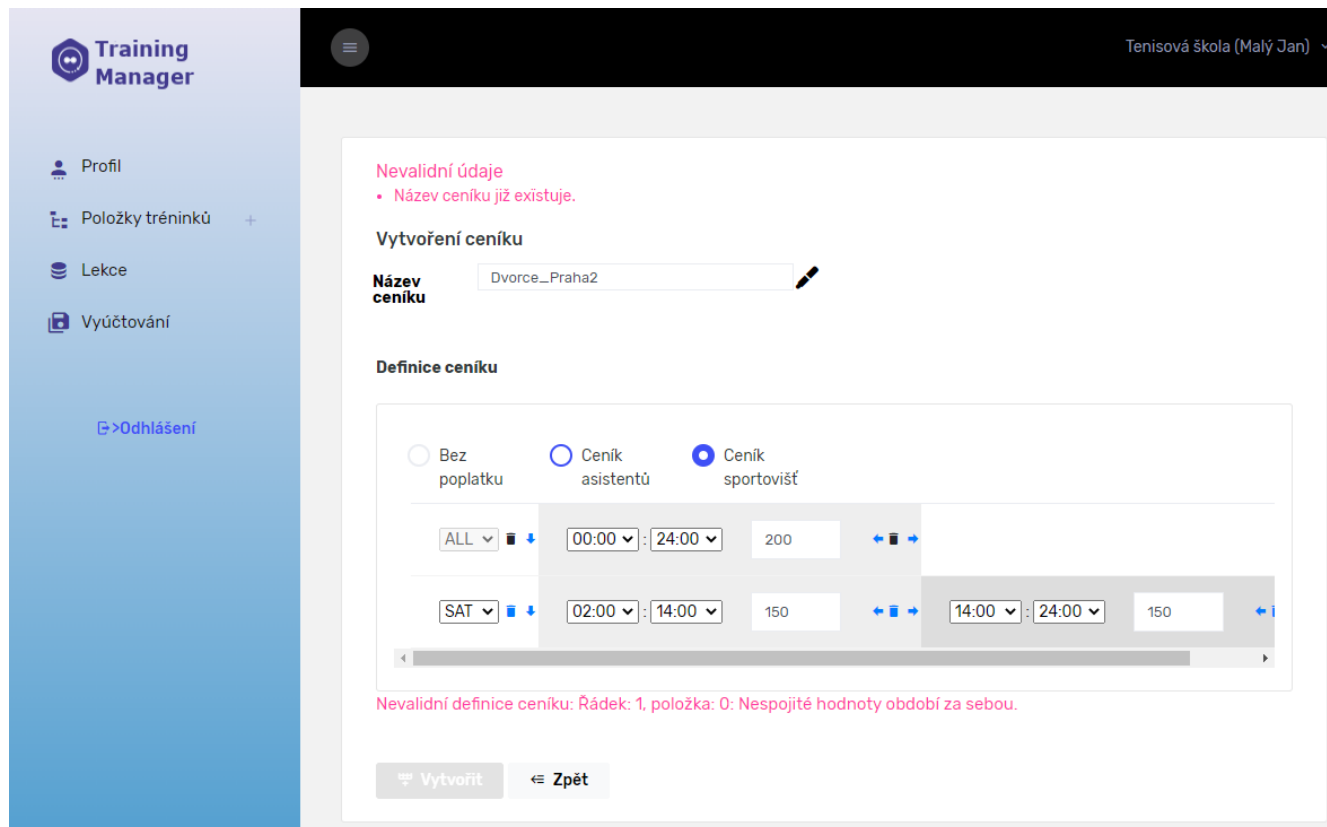
Price list for sports grounds

To create and edit the price list for sports venues, we must check the Price list for sports venues. In the Price list definition area, we define the client's costs for the sports venue according to the type of day of the week and according to the time of day.

Weekday types are Weekend (WEE), Holidays and Holidays (HOL), Saturday (SAT), Sunday (SU) and Other Days (ALL). The costs of all other days (ALL) must always be defined.

You can add a line of the day of the week type with the help of the icon , remove a line of the day type with the help of the icon . You can add a time interval in the day using the icon  (before) and  (after the time interval), you can delete a time interval using the icon . A numeric value must be filled.

The time intervals on the line must start at 00:00, end at 24:00 and must follow each other.



Obrázek 18: nevalidní tvorba a úprava ceníku pro sportoviště

Example explanation: Obrázek 19: složitější ceník pro sportovištěfor a lesson

Definice ceníku

Bez poplatku			Ceník asistentů			Ceník sportovišť		
ALL	00:00	24:00	200					
WEE	00:00	14:00	150	14:00	24:00	200		

Validní definice ceníku.

Obrázek 19: složitější ceník pro sportoviště

- 18.2. 2022 Friday, from 4:00 p.m. to 6:00 p.m., cost 400 CZK per sports field
- 20.2. 2022 Saturday, from 10:00 a.m. to 12:00 p.m., cost 300 CZK per sports field

3.2.3 Assistants

The management of assistants is standard, described in the chapter Common properties of Training Items management.

When creating and editing an assistant, the price list for the assistant must already exist.

3.2.4 Sports field

The management of sports venues is standard, described in the chapter Common properties of Training Items management.

When creating and modifying a sports venue, the price list for the sports venue must already exist.

3.2.5 Clients

The management of clients is standard, described in the chapter Common properties of Training Items management.

3.3 Lesson

To manage lessons, there must be request clients, assistants and sports fields.

Much of the control of lessons is identical to the control of training items described in the chapter Training items. The differences in control will be explained gradually. Similarly, many lesson control icons are identical to workout control icons. The new icons will be explained.

3.3.1 Viewing lessons

In the lesson display settings area, it is possible to set the display of the desired period

- choosing a month of the year
- by choosing the exact period from - to

In the lesson display settings area, it is possible to select the participants of the lesson and the sports field, and the display will be set

- according to selected clients
- according to selected assistants
- according to selected sports venues

When changing the period settings, only those clients, assistants and sports venues who are participating in the lessons are offered. When the period changes, the list of lessons will be updated immediately. When changing the display settings of selected clients, assistants and sports venues, the list of doctors must be updated.

Lessons in the set period can be paginated by selecting the pagination type in the Lesson Table area at the top right. Paging is possible

- after weeks
- after days
- after a defined number of lines

Training Manager

Tenisová škola (Malý Jan)

Nastavení zobrazení přehledu lekcí

Měsíc: Září 2022 Období od: 1. Září Období do: 30. Září

Klienti: Bílá Jana Asistenti: Malý Jan Sportoviště: 4 selected

Aktualizovat

Tabulka lekcí Počet lekcí: 4 Počet lekcí na stránce: 3

Stránkování podle: Stránkování podle týdnů Stránkování podle dnů Stránkování podle počtu řádků




<input type="checkbox"/> Datum ^	Od	Do	Asistenti	Sportoviště	Klienti
<input type="checkbox"/> pá 23.09 2022	08:00	09:00	Malý Jan	TJ Vyšehrad, dv. 1	Bílá Jana
<input type="checkbox"/> pá 23.09 2022	17:00	18:00	Malý Jan	TJ Vyšehrad, dv. 1	Bílá Jana
<input type="checkbox"/> pá 23.09 2022	18:00	19:00	Malý Jan	None, TS Praha 1, dv. č1, TS Praha 1, dv. č2	Bílá Jana

1 2

Obrázek 20: prohlížení lekcí měsíce září po týdnech

3.3.2 Creating and editing lessons

From the lesson view pages

- new empty lesson (in the header of the table ) or create a new lesson from a copy (on the row of the lesson in the table )
- edit the lesson on line ()

Valid when creating a new lesson

- if we create a new empty lesson and no lesson exists yet, a one-hour lesson is offered on the current day from 8:00 AM to 9:00 AM
- if we create a new empty lesson, the one-hour lesson for the last existing lesson is offered
- if we create a new lesson from a copy, this lesson is offered the following first free week



Valid for a valid lesson

- the lesson start time must be less than the lesson end time
- one or more clients must be filled
- at least one assistant or at least one sports field must be filled
 - the assistant does not need to be filled in if the clients train at the sports ground without an assistant or with an assistant at no cost

- the sports field does not have to be filled in case the clients train with an assistant outside the sports field or at an unpaid sports field
- one lesson can take place with several assistants and at several sports grounds

Obrázek 21: vytvoření lekce

If the entered time and day is a new or modified lesson and in the nearest previous week there are lessons that coincide with this time (it may also cover parts of the time), then in the Lesson offer area you are offered to be accepted to the new or modified lesson

- data of clients, assistants and sports venues with an icon  (without receiving lesson time)
- complete information with an icon  (including lesson time)

Datum	Od	Do	Asistenti	Sportoviště	Klienti
pá 23.09 2022	17:00	18:00	Malý Jan	TJ Vyšehrad, dv. 1	Bílá Jana
pá 23.09 2022	18:00	19:00	Malý Jan	None, TS Praha 1, dv. č1, TS Praha 1, dv. č2	Bílá Jana

Obrázek 22: úprava lekce s nabídkou lekcí

The page for creating and editing a lesson is identical, only the data is filled in or not. After filling in the data, the create or edit action must be confirmed with the Create (new item) or Save (modified item) button. If we do not want to complete the action, we can return the Back button.

If the data is not valid, the action will not be completed with a description of the invalid data.

3.3.3 Deleting lessons

Deleting lessons is identical to deleting training items in the Deleting items.

3.4 Billing

The lesson bill is displayed for the current period with a detailed overview of the lessons

- for clients as calculated lesson costs for all assistants and sports venues
- for assistants as receiving rewards from all clients from participating lessons
- for sports grounds as a load overview

Billing is provided for the completed period with a detailed overview of lessons such as

- website display
- CSV files (a text file where the data is separated by a middle, can be loaded in MS Excel, Libre Office Calc, Open Office Calc and others)
- DOCX files (can be opened in MS Word, Libre Office Writer, Open Office Writer and others)
- ZIP archive file where all required types of billing from settings (clients, assistants and sports venues) are in all file types

VYUČTOVÁNÍ TRÉNINKŮ

Období : 1.9 - 30.9 2022
Jméno klienta : Bílá Jana (B00i00i00)
Asistent(tí) : Všichni
Sportoviště : Všichni
Účel platby : vedení lekcí a pronájem sportovišť

Datum	Doba	Klienti	Asistenti	Sportoviště	Náklady za asistenty [Kč]	Náklady za sportoviště [Kč]	Celkem Kč
23.9.	8:00-9:00	Bílá Jana	Malý Jan	TJ Vyšehrad, dv. 1	300,00	200,00	500,00
23.9.	17:00-18:00	Bílá Jana	Malý Jan	TJ Vyšehrad, dv. 1	300,00	200,00	500,00
23.9.	18:00-19:00	Bílá Jana	Malý Jan	None TS Praha 1, dv. č1 TS Praha 1, dv. č2	300,00	133,33	433,33
30.9.	17:30-18:30	Bílá Jana	Malý Jan	TJ Vyšehrad, dv. 1	300,00	200,00	500,00
					1200,00	733,33	1933,33

TrainingManager 23.7. 2022

Figure 2: zobrazení vyúčtování v DOCX souboru ve MS Word

After the Billing pages are displayed, the billing period of the last completed month that contains any lessons is initialized.

3.4.1 Billing settings

It is possible to set in the Billing settings area

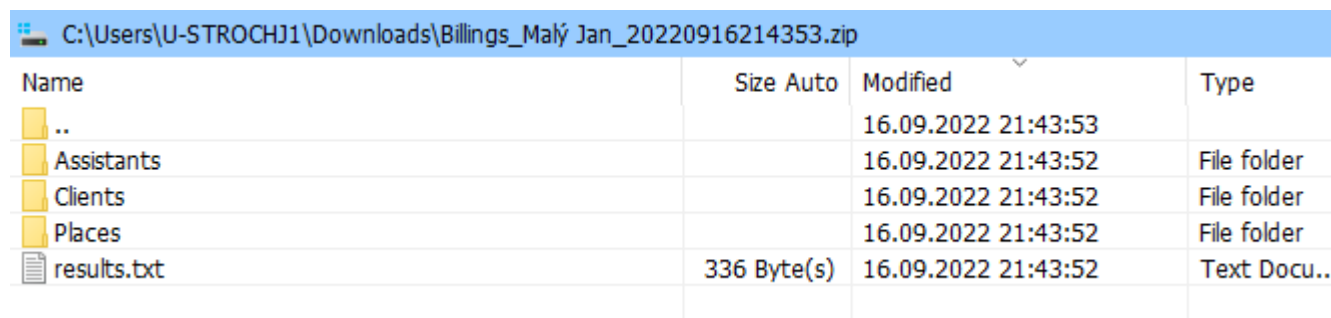
- period of the billing month (the billing is automatically recalculated)
- exact billing period from – to (billing is automatically recalculated)
- billing type (on the line next to the period setting): check the billing type (Clients, Assistants, Sports Venue, must be recalculated using the Recalculate button)
 - possibly select clients for client billing
 - possibly select assistants for billing assistants
 - possibly select a sports venue for billing sports venues

According to the billing settings and after recalculation, spaces will be displayed below according to the billing types checked

- Overview of client billing
- Assistant billing overview
- Overview of sports field billing.



3.4.2 Billing outputs

According to the billing settings and after the recalculation, all the required bills can be saved and downloaded as a ZIP archive file.



Name	Size Auto	Modified	Type
..		16.09.2022 21:43:53	
Assistants		16.09.2022 21:43:52	File folder
Clients		16.09.2022 21:43:52	File folder
Places		16.09.2022 21:43:52	File folder
results.txt	336 Byte(s)	16.09.2022 21:43:52	Text Docu..

Obrázek 23: uložení všech vyúčtování do ZIP souboru

In the areas Client billing overview, Assistant billing overview, Sports venue billing overview, the required billing can be downloaded in a DOCX (click the icon ) or CSV (click the icon ) file.

- Profil
- Položky tréninků +
- Lekce
- Vyučování
- >Odhlášení

Tenisová škola (Malý Jan)

Nastavení vyučování

Měsíc: Zář 2022
Období od: 1. Zář
Období do: 30. Zář

☒ Klienti
☒ Asistenti
☐ Sportoviště

Výběr klientů
☒ Vyber vše

Výběr asistentů
☒ Malý Jan
☒ Vyber vše

Výběr sportovišť
☐ None
☐ TJ Vyšehrad, dv. 1
☐ TS Praha 1, dv. č1
☐ TS Praha 1, dv. č2

Prepočítat

Uložit vše

Zpět

Přehled vyučování klientů

Klient

Náklady

Výstupy

Bílá Jana

1933,33Kč

Přehled vyučování asistentů

Asistent

Náklady

Výstupy

Malý Jan

1200,00Kč

Figure 3: stránka vyučování

3.4.3 Bill viewing

In the Client billing overview, Assistant billing overview, Sports venue billing overview, you can view the billing in detail by clicking on the icon . Billing will appear on a separate page where possible

- view the contents of the bill
- download the invoice again in a DOCX or CSV file
- edit billing lessons according to Viewing lessons

- Profil
- Položky tréninků +
- Lekce
- Vyučování
- >Odhlášení

Tenisová škola (Malý Jan)

Vyučování klienta

VYUČOVÁNÍ TRÉNINKŮ OBDOBÍ
19-30.9.2022
Jméno klienta
Bílá Jana (B00I00I00)
Asistent(i)
Všichni
Sportoviště
Všichni
Účel platby
vedení tréninků a pronájem sportovišť
Platba celkem
1933,33 Kč

Datum	Doba	Klient(i)	Asistent(i)	Sportoviště	Nákl. as. [Kč]	Nákl. sp. [Kč]	Nákl. celkem [Kč]
23.9.	8:00-9:00	Bílá Jana	Malý Jan	TJ Vyšehrad dv. 1	300,00	200,00	500,00
23.9.	17:00-18:00	Bílá Jana	Malý Jan	TJ Vyšehrad dv. 1	300,00	200,00	500,00
23.9.	18:00-19:00	Bílá Jana	Malý Jan	None TS Praha 1 dv. č1 TS Praha 1 dv. č2	300,00	133,33	433,33
30.9.	17:30-18:30	Bílá Jana	Malý Jan	TJ Vyšehrad dv. 1	300,00	200,00	500,00
					1200,00	733,33	1933,33

Uložit jako CSV

Uložit jako DOCX

Upravit klienta

Zpět

Figure 4: vyučování klienta