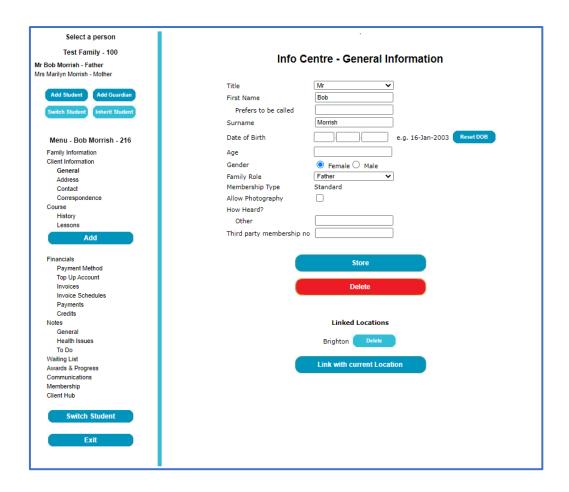


CDS - Overview

The **CDS** (**Client Data Sheet**) contains whole family information in one place, you can then go into a particular client's sheet to view their individual information. Each client, and then the family, is issued a **SwimSoft Reference**. You can use this reference number to search for the client via the **Students** and **Search** function from the **Main Menu**.

The CDS is split into sections and can be navigated around by using the buttons in the left-hand column. The sections include Family Information, Client Information, Course, Financials, Notes, Waiting List, Awards & Progress, Communications, Membership and Client Hub.



Only personnel with the 'Admin' status on the system can see a client's CDS, this means that personal data can only be accessed and viewed by authorised staff. You can edit information in the CDS at any time, and if a client makes any changes within their Client Hub account, these will be reflected in the CDS as well.

The CDS stores all previous and current course information, invoices, communication, awards achieved and any notes that have been added against the client (health issues etc).